

Chapter 18 - Payment Processing

INTRODUCTION

The Payment Processing subsystem provides for the automated generation of payments to vendors/payees and employees, the cancellation of individual payments and entire payment documents, the editing of cash against the Cash Control Financial table, the editing of appropriations against the Appropriation Financial table, the stopping and replacement of payments, and the generation of payback transactions for special funds that have 'loaned' cash to the general fund. For a definition of terms related to Payment Processing and EFT functionality, refer to the R★STARS Reference Manual Glossary.

Users should be able to access all needed information regarding all payments/warrants by accessing the following screens in R★STARS:

If you have...	Find the information by...
warrant number	accessing Screen 47A or Screen 44
document number	accessing Screen 86
vendor number	accessing Screen 85
vendor name	look up vendor name using 3A, then access Screen 85
EFT number	accessing Screen 47B
EFT event number	Accessing Screens 47G, 47H, and 47J

If your agency locally prints warrants, you must ensure that the warrant was actually printed. Using User Class 87, you can perform this confirmation by changing the status of the warrant on R★STARS 42 screen. The 47A screen will not display the confirmation of the warrant until the nightly batch cycle has run.

Each function is described in detail in this chapter.

Section		Page
18.1	Vendor Payment Processing	18.1-1
	D50, D55, D58, 41	
18.2	Automated Payback Processing	18.2-1
	(not used in Michigan)	
18.3	Vendor Backup Withholding Processing	18.3-1
	102 (not used in Michigan)	
18.4	Bank ID Profiles	18.4-1
	D56, D72, D70	
18.5	Warrant Cancellation Processing/Local Payments	18.5-1
	47A, 47C, 47D, 45, 44, 42	
18.6	Warrant Replacement	18.6-1
	46	
18.7	EFT Event/Payment Processing/Inquiry	18.7-1
	47B, 47E, 47F, 47G, 47H, 47J, 47K	
18.8	Payment Redemption Error File Maintenance	18.8-1
	48	
18.9	Reporting and Inquiry	18.9-1
18.10	Payment Processing Overview and Control Reports	18.10-1
18.11	Payment Processing Dates	18.11-1

18.1 VENDOR PAYMENT PROCESSING

Expenditure transactions entered into R★STARS establish vouchers payable. Once these transactions are error-free and have been fully approved and released, the Payment Processing Subsystem extracts these payments for processing. Transactions for a given vendor within a document or across documents are summarized together to determine the payment amount. If the payment amount is negative, no payment is generated. Payments may be issued as warrants, direct deposits or wire transfers.

Payments are generated on the due date entered on the transaction. If the due date has passed when the transaction is entered, or the due date is left blank, or the due date equals today's date, or the due date is less than or equal to the advanced payment days calculated date, then the next payment processing run will generate the payment if error-free and approved. Expedited payment transactions are processed during the next payment processing run regardless of the due date. For information on how the advanced payment days date is calculated, refer to the 97 System Management Profile discussion in Chapter 2.

When payment emergencies occur, the immediate issuance of manual warrants is required. R★STARS provides the ability to enter manual warrant transactions in addition to on-line local warrant printing. Payment processing generates liquidation transactions for both manual and system generated warrants.

At the organization's option, payment processing can run once during the day for expedited payments and again during the nightly batch process. Payment processing may be run less often, such as once a week or twice a month, as needed.

Elements Used by Payment Processing

The Payment Processing subsystem uses the following elements to successfully process R★STARS payment transactions:

- Disbursement Method Indicator
- Payment Distribution Type
- Payment Sort Sequence Elements

Each element is discussed below.

Disbursement Method Indicator

The Disbursement Method Indicator (DMI) determines how transactions process through payment processing. The valid values are:

- **H** Hold processing of disbursement (Payment processing will not select the transaction for payment.)
- **M** Manual disbursement (Payment is issued through a hand-written/typed, wire transfers or other manual process. Also, this value may be used to post transactions where the warrant was produced by another automated system and R★STARS tracks information at the warrant level.)
- **R** Release to automated processing (Payment issued by R★STARS; printed during the batch payment processing cycle.) This is the default value.
- **E** Expedited disbursement (Payment issued by R★STARS; printed during the daily payment processing cycle generated during the day.)
- **L** Local checking printing (Payment issued by R★STARS, printed on-line to a remote printer).

The DMI is originally entered on the batch header. The DMI must remain the same for all transactions for a single vendor/mail code combination within a given document. If a transaction requires a DMI and one is not entered on the batch header, the DMI defaults to an 'R'. Once entered, the DMI can only be changed using the 41 Disbursement Maintenance screen. This screen can be found in the exhibit on page 18.1-22 followed by the associated coding instructions.

Payment Distribution Type

The Payment Distribution Type (PDT) serves five purposes:

- To identify how transactions should be combined for warrants, direct deposits, and wire transfers (across documents, appropriated fund or batch agencies).
- To reduce the number of payments generated for a single vendor.
- To identify how warrants/checks should be routed.
- To identify the payment as a warrant, a direct deposit or a wire transfer.
- To identify payments subject to offset.

Valid values for the PDT are established in D50 Payment Distribution Type Profile where the user determines the payment method; the suppression of remittance lines; the payment consolidation (combining of payments across batch agency, document, or fund); and, the offset for vendors with an agency accounts receivable balance. The D50 Payment Distribution Type profile screen and its associated coding instructions are discussed in section 18.1-7.

Payment Sort Sequence Elements

The payment number is assigned to the warrant, direct deposit, or wire transfer for which payments have successfully processed. Warrants and remittance advices are prepared only for payments that are not wire transfers. Payment numbers for warrants and direct deposits are assigned according to the D72 Bank Account Number Profile. Payments are combined based on the payment sort keys identified in the D55 Payment Processing Control Profile and D58 EFT Processing Control Profile. The D55 and D58 profiles and their coding instructions are discussed later in this section. The bank profiles including the D72 Bank Account Number Profile are discussed in section 18.4-1.

Other Profiles Used in Payment Processing

As with other subsystems, payment processing uses profiles for flexibility. Each profile used by payment processing is discussed below:

- **97 System Management Profile** — this profile contains the advance payment days which control the number of days in advance (of the due date) that warrant or direct deposit payments are selected for processing.
- **96A Security Profile** — this profile contains a Disbursement Method indicator that determines the values that the user can enter on transactions. The valid values are:
 - Blank** — Cannot enter a DMI
 - 0** — Can enter 'H' (Put payments on hold)
 - 1** — Can enter 'H' and 'M' (Enter manual payments)
 - 2** — Can enter 'H', 'M' and 'R' (Enter regular payments for the nightly cycle)
 - 3** — Can enter 'H', 'M', 'R' and 'L' (Enter all types, excluding Expedited payments)
 - 4** — Can enter 'H', 'M', 'R', 'E' and 'L' (Enter all types).
- **96B Security Profile** — this profile determines a user's access to all profiles and inquiry screens in R★STARS through an indicator value assigned to each screen. This profile contains all the profiles for payment processing. The valid values and the functions allowed are:

- Blank** — No access
0 — Inquiry only
1 — Inquiry, Add, and Change
2 — Inquiry, Add, Change and Delete
3 — Inquiry and Add only

- **D53 Titles Profile** — this profile contains unique processing information. Some of the records are used specifically for payment processing. The reason codes related to warrants and their uses in payment processing are described below.

Warrant Reason Codes - A list of table IDs which identify a particular category of reasons can be found in the following list. A complete list of warrant reason codes is listed in the R★STARS Data Entry Guide, Chapter 9.

PPAC — Payment Processing Action Codes. These records are used to update document tracking with the payment status. The valid values are:

- NOVN** — No Vendor
PPAY — Partially Paid
FPAY — Fully Paid

PPCR — Payment Processing Cancel Reason Codes. These records are used to define the valid cancel reason codes.

PPSR — Payment Processing Stop Reason Codes. These records are used to define the valid stop reason codes.

PPUR — Payment Processing Undeliverable Reason Codes. These records are used to define the valid undeliverable reason codes.

PPIR — Payment Processing Issue Reason Codes. These records are used to define the valid issue reason codes.

PPPR — Payment Processing Paid Reason Codes. These records are used to define the valid paid reason codes.

- **D54 System Parameters Profile** — this profile contains unique processing information. Some of the records are used specifically for EFT payment processing. The transaction types and reason codes related to EFT payment processing are described below.

EFT Transaction Types – Valid EFT transaction types are identified with Table ID ‘EFT’, Key 1 – ‘ACHT’, Key 2 – ‘lists specific transaction types’. The transaction types are listed as follows:

- CN — Cancellation for Payment
- NC — Notification of Change for Prenote
- PC — Notification of Change for Payment
- * PM — Payment
- * PN — Prenote
- RC — Reclamations
- RT — Returned Prenote
- RV — Reversing Entry
- R1 — Returned Payment
- R2 — Returned Reversal
- R3 — Returned Reclamation

* These transaction types do not have specific reason codes listed for them (refer to EFT reason codes description below).

EFT Reason Codes – Valid EFT reason codes are identified with Table ID ‘EFT’, Key 1 – ‘RSNCD’, Key 2 – ‘specific transaction types’, and Key 3 ‘lists specific reason codes’. A complete list of EFT reason codes within each transaction type (refer to above list) is listed in the R★STARS Data Entry Guide, Chapter 9.

- **28A Transaction Code Decision Profile** — this profile contains indicators that are used by payment processing:

Warrant Writing Indicator (WW Ind) — this indicator is used to classify the type of payment transaction. Some examples include:

- 0** — No payment
- 1** — Positive Amount
- 2** — Credit Memo
- 3** — Payments for Payees with Limits
- 4** — Payments for Direct Deposit Amounts
- B** — Regular reimbursement total
- E** — Detail transactions related to Regular reimbursement

There is special balancing logic in both on-line and batch IEU (Input Edit Update) to insure that the WW Ind ‘B’s’ = the WW Ind ‘E’s’.

Warrant Cancel TC — used to determine the transaction code to be used on warrant cancellation transactions.

Payment Liquidation TC — used to determine the transaction code to be used to record a warrant issue and the associated liquidation of accrued expenditures.

Payment Redemption TC — used to determine the transaction code used to reduce cash when the warrant is redeemed at the bank.

Direct Deposit Liquidation TC — used to generate a liquidation transaction when the transaction has a payment distribution type that is a direct deposit.

Collection Offset TC — used to record a collection of receivables throughout the agency accounts receivable offset process.

D50 PAYMENT DISTRIBUTION TYPE PROFILE

The D50 Payment Distribution Type Profile establishes the various ways in which payments may be made. The D50 Payment Distribution Type profile identifies whether transactions are combined for warrants, direct deposits, or wire transfers as well as how payments are consolidated. This profile also controls the suppressing of remittance lines.

```
SD50 VER 2.0    STATE OF MICHIGAN -- ACCEPTANCE TEST (TMAIN)  07/18/01 12:52 PM
LINK TO:                PAYMENT DISTRIBUTION TYPE PROFILE                TEST
ACTIVE

    PAYMENT DISTRIBUTION TYPE:
        TITLE:
    PAYMENT METHOD CODE:    (D=DIRECT DEPOSIT)
                           (W=WARRANT/CHECK)
                           (X=WIRE TRANSFER)

    SUPPRESS REMITTANCE:    (Y=SUPPRESS PRINTING OF REMITTANCE)
                           (N=PRINT REMITTANCE LINES)

    PAYMENT CONSOLIDATION INDS - BATCH AGENCY:    DOCUMENT:    FUND:    (Y=YES N=NO)

        OFFSET FLAG:    (Y=SUBJECT TO OFFSET)
                        (N=EXEMPT FROM OFFSET)

                                STATUS CODE: A
    EFF START DATE: 07182001    EFF END DATE:                LAST PROC DATE:

F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D50 PAYMENT DISTRIBUTION TYPE PROFILE INPUT CODING INSTRUCTIONS

Control Key

- **Payment Distribution Type** Enter the one or two character payment distribution type.

Information Elements

- **Title** Enter up to a 40-character payment distribution type title.
- **Payment Method Code** Enter the one-character payment method code as follows:
 - D** — Direct Deposit
 - W** — Check/Warrant
 - X** — Wire Transfer
- **Suppress Remittance** Enter the one-character 'Y' (Yes) or 'N' (No) value. This indicator controls the printing of remittance lines. Remittance lines are summarized by invoice number and reference document.

Payment Consolidation Indicators

Payment Consolidation indicators determine on what basis payments are consolidated.

- **Batch Agency** Enter the one-character 'Y' (Yes) or 'N' (No) value. This indicator specifies if payments are consolidated across batch agencies.
- **Document** Enter the one-character 'Y' (Yes) or 'N' (No) value. This indicator specifies if payments are consolidated across Documents.
- **Fund** Enter the one-character 'Y' (Yes) or 'N' (No) value. This indicator specifies if payments are consolidated across Funds.
- **Offset Flag** Enter the one-character 'Y' (Yes) or 'N' (No) value. The offset indicator identifies if the payment is eligible for agency accounts receivable offset. If the indicator is set to 'N', payments with the payment distribution type are exempt from offset. If the indicator is set to 'Y' the payments are not exempt from offset.

- **Status Code** Enter a one-character status code as follows:
 A — Active
 I — Inactive
 This code will default to an active status if not entered. It may be used to inactivate a record no longer in use.
- **Eff Start Date** Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.
- **Eff End Date** Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.
- **Last Proc Date** This is system generated.

PDTs are entered in R★STARS in one of the following ways:

- The PDT is entered on the batch header and overrides the PDT value on the 52 Systemwide Vendor Inquiry screen. This PDT is associated with all transactions in the batch where the PDT is not entered.
- The PDT can be left blank on the header and entered on the transaction.
- The PDT is entered on the header and is also entered on the transaction. The transaction entry overrides the header entry.

D55 PAYMENT PROCESSING CONTROL PROFILE

The D55 Payment Processing Control Profile identifies on a systemwide basis the sorting of warrants and of remittance lines as well as the handling of unrepresented and undelivered warrants. The user is allowed to determine, with up to 20 payment sort key elements, how individual vouchers payable transactions will be sorted for payment. The order of up to 10 remittance sort key elements can be determined in the same manner. The handling of unrepresented and undelivered payments gives the user flexibility in establishing time limitations for escheating payments.

```

SD55 VER 2.0      STATE OF MICHIGAN PRODUCTION REGION (PMAIN)  09/24/01 09:11 AM
LINK TO:          PAYMENT PROCESSING CONTROL PROFILE              PROD

RETENTION PER FOR PMT PRINT LINES: 0030                      UNDEFINED VENDOR: 590

UNPRES LVL 1 DAYS: 000333  T CODE: 354  RTI KEY: ZZB999001  DOC ACTION: 120
UNPRES LVL 2 DAYS: 999999  T CODE: 356  RTI KEY: ZZB999002  DOC ACTION: 130
UNDELV LVL 1 DAYS: 000333  T CODE: 358  RTI KEY: ZZB999003  DOC ACTION: 140
UNDELV LVL 2 DAYS: 999999  T CODE: 360  RTI KEY: ZZB999004  DOC ACTION: 150

PAYMENT SORT KEYS:
  1 PDT-FIRST-CHAR      2 BANK-ID          3 COUNTRY-CODE      4 ZIP
  5 ZIP-PLUS4           6 CARRIER-CODE      7 VENDOR-ID         8 VENDOR-NAME
  9 ADDRESS-LINE-4     10 BATCH-AGY        11 DOC-NO           12 APPD-FUND
13                     14                     15                     16
17                     18                     19                     20

REMITTANCE SORT KEYS:
  1 DOC-AGY             2 INVOICE-NO         3 INVOICE-DATE       4 INVOICE-DESC
  5 REF-DOC             6 CURRENT-DOC        7                     8
  9                     10

                                STATUS CODE: A
EFF START DATE: 01011990    EFF END DATE: 12319999    LAST PROC DATE:

F1-HELP  F9-INTERRUPT  F10-SAVE  F11-SAVE/CLEAR  ENTER-INQUIRE  CLEAR-EXIT

```

D55 PAYMENT PROCESSING CONTROL PROFILE INPUT CODING INSTRUCTIONS

The D55 Payment Processing Control Profile contains one record with systemwide parameters for payment processing.

Information Elements

- **Retention Period for Payment Print Lines** Enter up to four digits to indicate the number of cycles to retain the existing warrant print cycles. All print cycles subsequent to the number of cycles entered will be purged. This field controls the purging of warrants that have printed from the warrant print records. This must be blank or numeric.

- **Document Tracking Action Codes: Undefined Vendor** Enter a three-character document tracking action code. The action code updates the voucher document when an attempt is made to pay a vendor which is not valid in the 51 Systemwide Vendor Mail Code Inquiry screen.

- **Undefined Vendor** Enter a three-character action code. This action code updates the Document Tracking Inquiry screen (37) in the nightly payment processing cycle for an undefined vendor.

Unpresented Payments

The D55 profile controls accounting for those payments that are not presented to the bank by the payee within a defined number of days. Unpresented payments may pass through a two level process. The first process is the 'Unpresented Level 1'. Users define how many days an unpresented payment must exist in the system before payment processing accounting events must take place. These accounting events generate a transaction to transfer-out the payment amount from the payment's fund. This will be followed by a transaction that will transfer-in the payment amount to an unpresented payment fund. When a payment is unpresented for the defined number of days in Level 1, the corresponding accounting transactions are generated using the transaction codes and recurring transactions defined on this profile.

If a payment remains unpresented after Level 1, it will pass into a second process called 'Unpresented Level 2'. Users define how many days an unpresented payment must continue to exist in the system before the final payment processing accounting event will occur. This final step will generate a transaction that will transfer-out the unpresented payment amount from the unpresented payment fund. This will be followed by the generation of a second transaction that will transfer-in the payment amount to another accounting classification, such as the General

Fund. When a payment is unrepresented for the defined Level 2 days, the corresponding accounting transactions are generated using the transaction codes and recurring transactions defined on this profile. **(Level 2 functionality is not used in Michigan.)**

- **Unpres Lvl 1 Days** Enter the number of days which will determine how long a payment must be unrepresented before the system will invoke accounting entries to transfer the payment's funds to an unrepresented payment fund.
- **T Code** Enter the three-digit recurring transaction key for the Unrepresented Level 1 Days. The transaction code will be used on the generated transactions to transfer-out the payment amount from the payment's fund.
- **RTI Key** Enter the nine-digit recurring transaction key for the Unrepresented Level 1 Days. The RTI will be used only to identify coding elements to be used on the generated transactions to transfer-in the payment amount to an unrepresented payment fund.
- **Doc Action** Enter the three-character document action code which updates the Document Tracking Inquiry screen (37). The payment's document is marked as Level 1 unrepresented.
- **Unpres Lvl 2 Days** Enter the number of days which will determine how long a payment must be unrepresented before the system will invoke accounting entries to transfer the unrepresented fund balance of a payment to another accounting classification. **(Not used in Michigan.** Default value has been established.)
- **T Code** Enter the three-digit recurring transaction key for the Unrepresented Level 2 Days. The transaction code will be used on the generated transactions to transfer-out the payment amount from the unrepresented fund. **(Not used in Michigan.** Default value has been established.)
- **RTI Key** Enter the nine-digit recurring transaction key for the Unrepresented Level 2 Days. The RTI will be used only to identify coding elements to be used on the generated transactions to transfer-in the payment amount to another accounting classification. **(Not used in Michigan.** Default value has been established.)
- **Doc Action** Enter the three-character document action code which updates the Document Tracking Inquiry screen (37). The payment's document is marked as level 2 unrepresented.

Undelivered Payments

The D55 profile controls accounting for those payments that are not presented to the bank by the payee within a defined number of days. Undelivered payments may pass through a two level process. The first process is the 'Undelivered Level 1'. Users define how many days an undelivered payment must exist in the system before payment processing accounting events must take place. These accounting events generate a transaction to transfer-out the payment amount from the payment's fund. This will be followed by a transaction that will transfer-in the payment amount to an undelivered payment fund. When a payment is undelivered for the defined number of days in Level 1, the corresponding accounting transactions are generated using the transaction codes and recurring transactions defined on this profile.

If a payment remains undelivered after Level 1, it will pass into a second process called 'Undelivered Level 2'. Users define how many days an undelivered payment must continue to exist in the system before the final payment processing accounting event will occur. This final step will generate a transaction that will transfer-out the undelivered payment amount from the undelivered payment fund. This will be followed by the generation of a second transaction that will transfer-in the payment amount to another accounting classification, such as the General Fund. When a payment is undelivered for the defined Level 2 days, the corresponding accounting transactions are generated using the transaction codes and recurring transactions defined on this profile. **(Level 2 functionality is not used in Michigan.)**

- **UNDELV Lvl 1 Days** Enter the number of days which will determine how long a payment must be undelivered before the system will invoke accounting entries to transfer the payment's funds to an undelivered payment fund.
- **T Code** Enter the three-digit recurring transaction key for the Undelivered Level 1 Days. The transaction code will be used on the generated transactions to transfer-out the payment amount from the payment's fund.
- **RTI Key** Enter the nine-digit recurring transaction key for the Undelivered Level 1 Days. The RTI will be used only to identify coding elements to be used on the generated transactions to transfer-in the payment amount to an undelivered payment fund.
- **Doc Action** Enter the three-character document action code which updates the payment's tracked document. The payment's document is marked as Level 1 undelivered.

- **UNDELV Lvl 2 Days** Enter the number of days which will determine how long a payment must be undelivered before the system will invoke accounting entries to transfer the undelivered fund balance of a payment to another accounting classification. (**Not used in Michigan.** Default value has been established.)

- **T Code** Enter the three-digit recurring transaction key for the Undelivered Level 2 Days. The transaction code will be used on the generated transactions to transfer-out the payment amount from the undelivered fund. (**Not used in Michigan.** Default value has been established.)

- **RTI Key** Enter the nine digit recurring transaction key for the Undelivered Level 2 Days. The RTI will be used only to identify coding elements to be used on the generated transactions to transfer-in the payment amount to another accounting classification. (**Not used in Michigan.** Default value has been established.)

- **Doc Action** Enter the three-character document action code which updates the Document Tracking Inquiry screen (37). The payment's document is marked as Level 2 undelivered.

- **Payment Sort Keys (1-20)** Enter up to 16 of the elements listed below to establish how the system will sort payments. These 16 elements are currently valid payment sort options. The remaining four keys are open for other values which may be identified in the future, as needed elements for sorting. The elements listed below may be entered in any order.

Agy	—	Financial Agency
Bank ID	—	Bank ID
Batch Agy	—	Batch Agency
Doc Agy	—	Document Agency
Doc-No	—	Document Number
FY	—	Fiscal Year
Zip	—	Zip Code
Zip-Plus4	—	Zip Code plus 4 digits
Carrier Code	—	Carrier Code
PDT	—	Payment Distribution Type
Appd-Fund	—	Appropriated Fund
Fund	—	Fund
Invoice-Desc	—	Invoice Description
Vendor-Name	—	Vendor Name
Address-4	—	Vendor Address Line Four

Vendor ID — Vendor Number and Mail Code

NOTE: At a minimum, vendor ID is a required payment sort key element. Additionally, PDT is not required, and whether input or not, the system will automatically sort direct deposit payments first, then warrants/checks, and finally wire transfer payments.

■ **Remittance
Sort Key**

Enter up to 10 of the 16 elements listed below to establish how the system will sort the remittance lines. These elements can be entered in any order. Valid values are:

Agy	—	Financial Agency
Bank ID	—	Bank ID
Batch Agy	—	Batch Agency
Doc Agy	—	Document Agency
Doc-No	—	Document Number
FY	—	Fiscal Year
Zip	—	Zip Code
Zip-Plus4	—	Zip Code plus 4 digits
Carrier Code	—	Carrier Code
PDT	—	Payment Distribution Type
Appd-Fund	—	Appropriated Fund
Fund	—	Fund
Invoice-Desc	—	Invoice Description
Vendor-Name	—	Vendor Name
Address-4	—	Vendor Address Line Four
Vendor ID	—	Vendor Number and Mail Code

■ **Status Code**

Enter a one-character status code or leave blank. If the status code is left blank, the code will default to an active status. Valid values are:

A — Active
I — Inactive

This code will default to an active status if not entered. It may be used to inactivate a record no longer in use.

■ **Eff Start Date**

Enter the eight-digit effective end date (MMDDYYYY format) which identifies when the record becomes effective. If this field is blank, the record is immediately available.

■ **Eff End Date**

Enter a valid eight-digit effective end date in the MMDDYYYY format or leave blank. If entered, the effective end date must be greater than or equal to the effective start date.

Reissue Date: November 1, 1997

Revised: September 15, 2003

R★STARS

Page: 18.1-16

Data Entry Guide Payment Processing

■ **Last Proc** This is system generated.
Date

D58 EFT PROCESSING CONTROL PROFILE

The D58 EFT Processing Control Profile identifies on a systemwide basis the sorting of EFT payments which have successfully processed. Payment numbers for EFTs are assigned according to the D72 Bank Account Number Profile. EFT payments are combined based on the payment sort keys identified in this profile. The user is allowed to determine, with up to 20 payment sort key elements, how individual vouchers payable transactions will be sorted for EFT payments.

```

SD58 VER 2.0      STATE OF MICHIGAN PRODUCTION REGION (PMAIN)  07/17/01 03:44 PM
LINK TO:          EFT PROCESSING CONTROL PROFILE                PROD
ACTIVE
EFT COMBINE IND: N  TREASURY: AGY OFF PDT: PX  PW  NO AGY OFF PDT: PY  PZ
PRENO.ODFI BANK: 030  NO FI: AGY OFF PDT: PA  PD  NO AGY OFF PDT: PB  PC
      PAYER ID: 1386000134      PURGE IND: N      PURGE CUTOFF DT: 12319999
REV/REC ADV DAY: 01 RETEN PER FOR INV/TXT: 0090      NEXT BATCH NO: 000000588
VEN PAYER NAME : SOM MAIN FACS
      ODFI BANK                      PAYER NAME
      IIT:      030      SOM INCOME TAX
      PAYROLL:   030      SOM PAYROLL
      RETIREMENT: 030      SOM RETIREMENT
EFT SORT KEYS:
1 PDT-FIRST-CHAR      2 BANK-ID      3 COUNTRY-CODE      4 ACH-ROUTING-NO
5 ACH-ACCOUNT-TYP     6 CARRIER-CODE  7 VENDOR-ID      8 VENDOR-NAME
9 ACH-ACCOUNT-NO      10 BATCH-AGY      11 DOC-NO      12 APPD-FUND
13 ACCT-IND           14 REM-DELV-METHOD  15 FI-SEQ-NO    16
17                    18                    19                    20

                                STATUS CODE: A
EFF START DATE: 06012000      EFF END DATE:      LAST PROC DATE: 07162001

F1-HELP  F9-INTERRUPT  F10-SAVE  F11-SAVE/CLEAR  ENTER-INQUIRE  CLEAR-EXIT

```

**D58 EFT PROCESSING CONTROL PROFILE
INPUT CODING INSTRUCTIONS**

The D58 profile contains one record with systemwide parameters for payment processing. The systemwide parameters include ODFI (originating depository financial institution) bank Ids for vendor/payee prenotes and PFOS systems (IIT – Income Tax, Payroll – HRMN/PPRISM/DCDS, and Retirement), PDTs (payment distribution types) to be used for converting an EFT to a warrant, an EFT combine indicator, and the retention period for payment and remittance information.

Information Elements

- **EFT Combine Ind** Enter the one-character EFT combine indicator of either ‘Y’ or ‘N’ to determine whether or not EFT payments can combine across agencies.

- **Treasury: Agy Off PDT** Enter the two-character PDT (PX) that the system will convert to for the following type of EFT payments. The PDT originally entered on the EFT payment transaction is subject to Treasury Star or Gal Offset and is one that combines across documents and has A/R offset, i.e., DA.

- **Treasury: Agy Off PDT** Enter the two-character PDT (PW) that the system will convert to for the following type of EFT payments. The PDT originally entered on the EFT payment transaction is subject to Treasury Star or Gal Offset and is one that does not combine across documents and has A/R offset, i.e., DA.

- **Treasury: No Agy Off PDT** Enter the two-character PDT (PY) that the system will convert to for the following type of EFT payments. The PDT originally entered on the EFT payment transaction is subject to Treasury Star or Gal Offset and is one that combines across documents and has no A/R offset, i.e., D2.

- **Treasury: No Agy Off PDT** Enter the two-character PDT (PZ) that the system will convert to for the following type of EFT payments. The PDT originally entered on the EFT payment transaction is subject to Treasury Star or Gal Offset and is one that does not combine across documents and has no A/R offset, i.e., D2.

- **Preno.ODFI Bank** Enter the three-character ODFI bank ID that will be used for processing EFT prenote transactions.

- **No FI: Agy Off PDT** Enter the two-character PDT (PA) that the system will convert to for the following type of EFT payments. The vendor number originally entered on the EFT payment transaction has missing bank information and the PDT is one that combines across documents and has A/R offset, i.e., DA.

- **No FI: Agy Off PDT** Enter the two-character PDT (PD) that the system will convert to for the following type of EFT payments. The vendor number originally entered on the EFT payment transaction has missing bank information and the PDT is one that does not combine across documents and has A/R offset, i.e., DA.

- **No FI: No Agy Off PDT** Enter the two-character PDT (PB) that the system will convert to for the following type of EFT payments. The vendor number originally entered on the EFT payment has missing bank information and the PDT is one that combines across documents and has no A/R offset, i.e., D2.

- **No FI: No Agy Off PDT** Enter the two-character PDT (PC) that the system will convert to for the following type of EFT payments. The vendor number originally entered on the EFT payment has missing bank information and the PDT is one that does not combine across documents and has no A/R offset, i.e., D2.

- **Payer ID** Enter the 10-character payer ID.

- **Purge Ind** Enter the one-character purge indicator ('Y' or 'N').

- **Purge Cutoff DT** Enter the eight-digit purge cutoff date.

- **Rev/Rec Adv Day** Enter the number of advance days for reversals and reclamations.

- **Reten Per For Inv/Txt** Enter the retention period for invoice/text records.

- **Next Batch No** The system retrieves the next available batch number to use in EFT payment processing.

- **Ven Payer Name** Enter up to a 50-character vendor payer name.

ODFI Bank

- **IIT** Enter the three-character ODFI (originating depository financial institution) that will process IIT (individual income tax) payments. This must exist in the D56 Bank ID Profile.
- **Payroll** Enter the three-character ODFI (originating depository financial institution) that will process Payroll (HRMN/PPRISM/DCDS) payments. This must exist in the D56 Bank ID Profile.
- **Retirement** Enter the three-character ODFI (originating depository financial institution) that will process Retirement payments. This must exist in the D56 Bank ID Profile.

Payer Name

- **IIT** Enter up to a 50-character payer name that will process IIT payments.
- **Payroll** Enter up to a 50-character payer name that will process Payroll payments.
- **Retirement** Enter up to a 50-character payer name that will process Retirement payments.
- **EFT Sort Keys (1-20)** Enter up to 15 elements (listed below) to establish how the system will sort EFT payments. These 15 elements are currently valid payment sort options. The remaining five keys are open for other values which may be identified in the future, as needed elements for sorting. The elements listed below may be entered in any order.

Acct-Ind	—	Account Indicator
ACH-Account-No	—	Account Number
ACH-Account-Typ	—	Account Type
ACH-Routing-No	—	Routing Number
Appd-Fund	—	Appropriated Fund
Bank-Id	—	Bank ID
Batch-Agy	—	Batch Agency
Carrier-Code	—	Carrier Code
Country-Code	—	Country Code
Doc-No	—	Document Number
FI-Seq-No	—	Financial Institution Sequence Number
PDT-First-Char	—	Payment Distribution Type (first character)
Rem-Delv-Method	—	Remittance Delivery Method

Vendor-Id — Vendor Number and Mail Code
Vendor-Name — Vendor Name

- **Status Code** Enter a one character status code or leave blank. If the status code is left blank, the code will default to an active status. Valid values are:

A — Active
I — Inactive

It may be used to inactivate a record no longer in use.

- **Eff Start Date** Enter the eight-digit effective end date (MMDDYYYY format) which identifies when the record becomes effective. If this field is blank, the record is immediately available.

- **Eff End Date** Enter a valid eight-digit effective end date (MMDDYYYY format) or leave blank. If entered, the effective end date must be greater than or equal to the effective start date.

- **Last Proc Date** The system retrieves the eight-digit last processed date.

41 DISBURSEMENT MAINTENANCE SCREEN

This screen allows users to maintain the Disbursement Method Indicator (DMI) on the transactions in the Internal Transaction (IT) File. The two reasons for changing the DMI on a payment transaction are to expedite or delay the processing of the payment. Note: The DMI for direct deposit (EFT) Payments cannot be changed to 'E' (Expedite).

S041 R★STARS ACCOUNTING 08/15/94 12:00 PM
LINK TO: DISBURSEMENT MAINTENANCE FACS

AGENCY: DOC NO: FY: VEN NO/MAIL CODE:
DMI: AMOUNT: VENDOR NAME:
APPROVAL DATE:
SEQ SFX AGY TC INDEX PCA AP NO APFND AY COBJ AMOUNT R
DOC DT SERV DT VENDOR NO / MC VENDOR NAME

F1-HELP F2-DOCUMENT TRACKING F8-NEXT PAGE F9-INTERRUPT
F10-SAVE F11-SAVE/CLEAR ENTER-INQUIRE CLEAR-EXIT

To change the DMI, enter the agency, document number and fiscal year for the payment, then select enter. Enter the new DMI value and select "F10" to save the changes.

41 DISBURSEMENT MAINTENANCE INPUT CODING INSTRUCTIONS

Control Key

- **Agency** Enter a three-character agency.
- **Doc No** Enter the eight-digit document number. Only payment documents can be changed by this program.
- **FY** Enter the two-digit fiscal year. (Required)

Information Elements

- **Ven No/Mail Code** If the vendor name is entered, the vendor mail code must be entered. If the vendor number is blank, the vendor mail code must be blank.

If the DMI is changed at the document level (document is entered on recall), all transactions in the document will contain the new DMI. If the DMI is changed at the document and vendor level (vendor number and mail code are entered on recall), only those transactions with that vendor within the document will contain the new DMI. A vendor level change overrides a document level change.

Manual (M) and Local (L) payments cannot be overridden with any other DMI value.

- **DMI** Enter the one-digit disbursement maintenance indicator
 - H** — Held
 - R** — Released for automated payment processing
 - E** — Expedited for automated payment processing
(cannot be used for EFT payments)
- **Amount** This is system generated.
- **Vendor Name** This is system generated.
- **Approval Date** This is system generated.

18.2 AUTOMATED PAYBACK PROCESSING

(Not used in Michigan)

The automated payback process is designed to generate accounting transactions where the General Fund reimburses other fund types for amounts that were previously borrowed by the General Fund.

An automatic payback will occur if insufficient cash exists to make a payment in a non-general fund. If sufficient cash exists to make the required payments after including the amount due from the general fund, the payments will be processed and payback transactions will be generated.

A special balance type in the Cash Control Financial table should be established to support the payback process. This balance type should not be used for any other purpose.

Transactions to record the original loan to the general fund are made manually by the comptroller's office.

Examples of Payback

The General Fund borrowed \$100,000 from Special Revenue Fund 9999. The transactions to record this are shown in the following exhibits.

To record, Due To Fund 9999 in the General Fund.

S501	R★STARS ACCOUNTING		08/15/94 12:00 PM
LINK TO:	JOURNAL VOUCHER TRANSACTION ENTRY	NOTE:	FACS
BATCH: AGENCY 903 DATE 080293 TYPE 5 NO 100 SEQ NO 00001 MODE EDIT AND POST			
DOC DATE: 080293 EFF DATE: 080293 DUE DATE: SERV DATE:			
CUR DOC/SFX: J0000001 001 REF DOC/SFX: AGENCY: 903			
TRANS CODE: 442 ESTAB DUE TO FUNDS ON MAIN - QUASI EXT			
INDEX: 10000			
PCA: AY: 94			
COMP/AGY OBJ: 6400 RENTALS FOR SPACE IN STATE OWN BLDGS.			
AMOUNT: 00000100000.00 RVS: FUND OVRD:			
DOC COUNT: 00001 DOC AMT: 00000100000.00 DOC AGY: 903			
GL ACCT/AGY: 10200020 BANK ID:			
DESCRIPTION:			
APPN NO:			
FUND: GRANT NO/PH: SUBGRANTEE:			
PROJ NO/PH:			
MPCD: AGY CODE-1: 2: 3:			
DEBT/INVEST ISSUE #:			
RTI:			
TRANSACTION SUCCESSFULLY WRITTEN			
F1-HELP F3-RTI F4-EDIT F6-BALANCING F7-DETAILS F9-INTERRUPT F10-SAVE			
F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT			

```

S501                                R★STARS ACCOUNTING                08/15/94 12:00 PM
LINK TO:                            JOURNAL VOUCHER TRANSACTION ENTRY    NOTE:      FACS

BATCH: AGENCY 903 DATE 080293 TYPE 5 NO 100 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: 080293   EFF DATE: 080293   DUE DATE:          SERV DATE:
CUR DOC/SFX: J0000002 001 REF DOC/SFX:          AGENCY: 903
TRANS CODE: 106      ESTAB DUE FRM OTHER APPR FUNDS-ON MAIN
INDEX: 10000
PCA:
COMP/AGY OBJ: 1830      STATE AGENCY OFFICE RENTALS
AMOUNT: 00000100000.00 RVS:          FUND OVRD:
DOC COUNT: 00001      DOC AMT: 00000100000.00 DOC AGY: 903
GL ACCT/AGY: 10200020          BANK ID:
DESCRIPTION:
APPN NO:
FUND:          GRANT NO/PH:          SUBGRANTEE:
PROJ NO/PH:
MPCD:          AGY CODE-1:          2:          3:
DEBT/INVEST ISSUE #:
RTI:

TRANSACTION SUCCESSFULLY WRITTEN

F1-HELP F3-RTI F4-EDIT F6-BALANCING F7-DETAILS F9-INTERRUPT F10-SAVE
F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

```

To record due from General Fund in Fund 9999.

Fund 9999 processed a transaction for vouchers payable to pay a contract for \$100,000. Transaction is shown in the following exhibit:

```

S505                                R★STARS ACCOUNTING                08/15/94 12:00 PM
LINK TO:                            PRE-ENC/ENC/EXPEND TRANSACTION ENTRY    NOTE:      FACS
BATCH: AGENCY 102 DATE 080293 TYPE 4 NO 100 SEQ NO 00002 MODE EDIT AND POST
DOC DATE: 080293   EFF DATE: 080293   DUE DATE: 080293   SERV DATE:
CUR DOC/SFX: 200000002 001 REF DOC/SFX:          MOD:      AGENCY: 102
TRANS CODE: 222      VOUCHERS PAYABLE - NOT ENCUMBERED
INDEX: 10000      ENVIRONMENTAL DIVISION
PCA:
COMP/AGY OBJ: 6125      OTHER PURCHASED SERVICES (1099 REPORT)
AMOUNT:          RVS:      DISC:          1099:      FO:      PDT:
DOC COUNT: 00001 DOC AMT: 00000100000.00 DOC AGY: 102 CI:      PROP #:
INV NO:          DT:          DESC:
VEND/MC: 11333246921 001 NM: RADON TESTING CORPORATION OF AMERICA
CONT NO:          ADD1: TRENT BUILDING
WARR NO:          ADD2: PO BOX 258
APPN NO:          ADD3:
FUND:          BNK ID:          ADD4:          CTRY:
GL AC/AGY:          CITY: IRVINGTON          ST: NY ZIP: 10533 0000
GRANT NO/PH:          SUBGRANTEE:          PROJ NO/PH:
MPCD:          AGY CD-1:          2:          3:          DI:          RTI:
TRANSACTION SUCCESSFULLY WRITTEN

F1-HELP F3-RTI F4-EDIT F6-BALANCING F7-DETAILS F9-INTERRUPT F10-SAVE
F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

```

The system generated the payback transactions shown.

This transaction is generated in the General Fund

DR — Due to Other Funds	100,000
CR — Cash in Treasury	100,000

This transaction is generated in Fund 9999 that loaned monies to the General Fund

DR — Cash in Treasury	100,000
CR — Due from Other Funds	100,000

18.3 VENDOR BACKUP WITHHOLDING PROCESSING

The purpose of this program is to adjust disbursements for vendors that are subject to backup withholding. A Payment Work (PW) table record will be adjusted garnishing the affected payment by the backup withholding amount specified by the State on the System Management table (97). The Backup Withholding Process supports Federal laws by withholding a specified percentage of a vendor's payment. Vendors are subject to Backup Withholding in accordance with IRS regulations.

During the nightly payment processing cycle, transactions that are approved and error free, have the FACS Vendor table record Backup Withholding indicator set to 'Y' (Yes), the IRS indicator on the D10 Comptroller Object Profile with a value of '0-9', and a payment error indicator equal to 'N' (No) are extracted from the payment work table. These transactions are sorted and grouped by the payment sort keys. The transactions in the group are summed to a payment amount and a new document number with the backup withholding document type is generated. The backup withholding percentage is retrieved from the 97 System Management Profile and applied to the total payment amount for each vendor subject to backup withholding. An IN transaction will be generated to transfer the amount withheld to the Backup Withholding Escrow Account. The remainder of the payment amount will continue through the payment processing cycle and a payment will be written to the vendor. The payment remittance will show the amount withheld due to backup withholding.

This program should be run after DAFM361 in the payment processing cycle and should use the payment sort sequence determined to assign check numbers.

Recording the Accounting Impact

Record the accrued expenditure and vouchers payable:

DR	—	Expenditure Control – Accrued
CR	—	Vouchers Payable – Current

The payment liquidation transaction generated by payment processing to record the cash expenditure and payments outstanding:

DR	—	Expenditure Control – Cash
CR	—	Expenditure Control – Accrued
DR	—	Vouchers Payable – Current
CR	—	Payments Outstanding

Record the amount withheld from the vendor's payment to the Backup Withholding Escrow Account (this transaction is automatically generated by the Payment Liquidation program DAFM368):

DR	—	Payments Outstanding
CR	—	Backup Withholding Escrow Account (Due to IRS)
DR	—	GAAP Revenue Offset
CR	—	Revenue Control - Cash

Payment redemption transactions are automatically generated from payment processing:

DR	—	Payments Outstanding
CR	—	Equity in Common Cash
DR	—	Equity in Common Cash
CR	—	Payments Outstanding

After the Backup Withholding liability is recorded, the backup withholding escrowed amount is periodically issued to the IRS. This process creates the following transaction:

DR	—	Backup Withholding Escrow Account (Due to IRS)
CR	—	Vouchers Payable – Current
DR	—	Expenditure Control – Accrued
CR	—	GAAP Expense Offset

Payment liquidation transaction generated by payment processing.

Payment redemption transaction generated by payment processing.

102 BACKUP WITHHOLDING MAINTENANCE SCREEN**(Not used in Michigan)**

The Backup Withholding Escrow account can be reviewed by the appropriate staff using the 102 Backup Withholding Maintenance screen. From this screen, the withheld amount can be fully released to the vendor, allocated between the vendor and the Internal Revenue Service, or sent entirely to the Internal Revenue Service. A copy of the screen is displayed below. The coding instructions follow.

S102 2.0	R★STARS ACCOUNTING	08/15/94 12:00 PM
LINK TO:	BACKUP WITHHOLDING MAINTENANCE	FACS
AGY:	DOCUMENT NUMBER:	FY:
DOCUMENT TOTAL:		
VENDOR NO/MC:	VN NAME:	
CATEGORY	AMOUNT	PAY DIST TYPE
F1-HELP F6-RELEASE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT		

102 BACKUP WITHHOLDING MAINTENANCE INPUT CODING INSTRUCTIONS

(Not used in Michigan)

The 102 Backup Withholding screen allows the user to maintain the Backup Withholding Escrow Account. From this screen the escrowed amounts for a vendor can be recalled from the Backup Withholding Escrow Account on the Document Financial table and released fully to the vendor, allocated between the vendor and the Internal Revenue Service, or released entirely to the Internal Revenue Service.

Control Key

The user enters a document ID (agency, document number, and document fiscal year) to recall a record from the backup withholding escrow account.

- **Agy** Enter the three-digit agency number
- **Document Number** Enter the eight-digit document number. This is the document number that was generated when the document was routed to the Backup Withholding Escrow Account.
- **FY** Enter the two-digit document fiscal year.

Information Elements

The following informational elements will be displayed when a record is recalled. These are the default values for these elements.

- **Vendor No/MC** The ten-digit vendor number and three digit mail code.
- **Vn Name** The vendor name will appear as it does on the 52 Systemwide Vendor Inquiry screen.
- **Category** The category will be set to VNDRB.
- **Amount** The amount will be the total from the Backup Withholding Escrow Account for this document number.

- **Pay Dist Type** The payment distribution type will appear as it does on the 51 Systemwide Vendor Mail Code Inquiry screen unless it was changed during transaction entry.

Maintenance

Maintenance options are:

1. Select "F6" to accept the default values and release the entire amount to the vendor.
2. Add a category and split the amount between the vendor and the added category. If the Pay Dist Type is left blank, it will be retrieved from the 51 Systemwide Vendor Mail Code Inquiry screen based on the entered category. Select "F6" to release the designated amounts. A warrant will be generated for the vendor and for the Category added. This option allocates the escrowed amount between the vendor and the IRS.
3. Change the category from 'VNDRB' to another valid category. Select "F6" to release the designated amount. If the Pay Dist type is left blank, it will be retrieved from the 51 Systemwide Vendor Mail Code Inquiry screen based on the entered category. A warrant will be generated for the entered category. This option releases the entire escrowed amount to the IRS.

Valid category values are contained in the D57 Tax Escrow Category Profile.

18.4 BANK ID PROFILES

The bank ID profiles maintain information on the numerous banks associated with a government entity. The bank ID is a coding reduction technique for the ABA number and bank account number. The bank ID is an important element in the R★STARS Payment Processing subsystem. Payments are sorted and payment numbers are assigned by bank ID. The reports and inquiries in payment processing are sorted primarily by bank ID. There are three profiles which maintain bank information in R★STARS. Each of these profiles are explained below.

D56 BANK ID PROFILE SCREEN

The D56 Bank ID Profile allows the user to establish unique numbers to identify combinations of ABA (transit) and bank account numbers. The bank ID is used throughout Payment Processing.

SD56 VER 2.0		R★STARS ACCOUNTING		08/15/94 12:00 PM	
LINK TO:		BANK ID PROFILE		FACS	
BANK ID: ABA NUMBER:		BANK ACCT NUMBER:			
ACCOUNT NAME:		ACCT TYPE:			
BANK TITLE:		PRIMARY AGENCY:			
CONTACT NAME:		NEXT AVAILABLE			
TITLE:		WARRANT NO:			
ADDRESS1:		NEXT DIR DEP			
ADDRESS2:		SEQUENCE NO:			
ADDRESS3:		MANUAL WARRANT RANGE			
ADDRESS4:		L:		H:	
CITY:		STATE:		ZIP:	
PHONE:		EXT:		FAX:	
SIGNATORY NAME 1:		WARR PRINT IND:			
SIGNATORY NAME 2:		RESTRICTIONS:			
SIGNATORY NAME 3:		RESTRICTIONS:			
SWEEP INSTRUCTION:		RESTRICTIONS:			
COMPENSATING BAL AMT:		WARRANT REDEMPTION IND:			
COLLATERAL: ACCT:		LOC:		PCT IND:	
MIN BAL REQD:		MAX AUTH AMT:		STATUS: A	
EFF START DATE: 06081994		EFF END DATE:		LAST PROC DATE:	
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT					

D56 BANK ID PROFILE INPUT CODING INSTRUCTIONS

Control Key

- **Bank ID** Enter a three-character bank ID to identify a unique combination of ABA (Transit) number and bank account number.
- **ABA Number** Enter the nine-digit ABA number. Must be numeric, and exist in the D70 ABA Profile.
- **Bank Account Number** Enter the 17-digit bank account number. Must exist in the D72 Bank Account Number Profile.

Information Elements

The following element is retrieved from the D70 ABA Profile using the ABA number:

- **Bank Title** This is system generated.

The remaining elements are retrieved from the D72 Bank Account Number Profile using the ABA number and the bank account number.

- **Bank Account Name** This is system generated.
- **Account Type** This is system generated.
- **Primary Agency** This is system generated.
- **Contact Name** This is system generated.
- **Contact Title** This is system generated.
- **Address 1-3** This is system generated.
- **Address 4** This is system generated.
- **City** This is system generated.
- **State** This is system generated.

- **Zip** This is system generated.
- **Zip + 4** This is system generated.
- **Carrier Code** This is system generated.
- **Phone** This is system generated.
- **Phone Ext** This is system generated.
- **Fax** This is system generated.
- **Warrant Print Indicator** This is system generated.
- **Next Available Warrant No.** This is system generated.
- **Next Direct Deposit Sequence No.** This is system generated.
- **Low Manual Warrant No.** This is system generated.
- **High Manual Warrant No.** This is system generated.
- **Signatory Name 1, 2 and 3** This is system generated.
- **Signatory Restrictions 1, 2, and 3** This is system generated.
- **Sweep Instructions** This is system generated.

- **Compensating Balance Amount** This is system generated.
- **Redemption Indicator** This is system generated.
- **Collateral** This is system generated.
- **Collateral Account No** This is system generated.
- **Collateral Location** This is system generated.
- **Percent Indicator** This is system generated.
- **Minimum Balance Required** This is system generated.
- **Maximum Authorized Amount** This is system generated.
- **Status Code** Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate a record no longer in use.
- **Eff Start Date** Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.
- **Eff End Date** Enter the eight-digit effective end date (MMDDYYYY), which identifies when the record is no longer effective. This field can be left blank.
- **Last Proc Date** This is system generated.

**D70 ABA PROFILE
INPUT CODING INSTRUCTIONS**

The D70 profile is used to establish valid ABA numbers.

SD70	R★STARS ACCOUNTING	08/15/94 12:00 PM
LINK TO:	ABA PROFILE	FACS
ABA NUMBER:		
BANK TITLE:		
CONTACT NAME:		
TITLE:		
ADDRESS 1:		
ADDRESS 2:		
ADDRESS 3:		
ADDRESS 4:		
CITY:	STATE:	ZIP:
PHONE:	EXT:	FAX:
EFF START DATE: 06081994		STATUS CODE: A
EFF END DATE:		LAST PROC DATE:
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

Control Key

- **ABA Number** Enter the nine-digit ABA number. Must be numeric. A calculation using the first eight digits must match the ninth digit in order to be valid. The algorithm is as follows:

Position in the ABA field	Value of position multiplied by
1	3
2	7
3	1
4	3
5	7
6	1
7	3
8	7

The results of each of the calculations are added together and the right most digit is subtracted from 10. The result should match the ninth digit, or the number is not a valid ABA number.

Information Elements

- **Bank Title** Enter a 40-character bank title.
- **Contact Name** Enter a 40-character contact name.
- **Contact Title** Enter a 40-character contact title.
- **Address 1-3** Enter three 40-character address lines. Only address 1 is required, the rest are optional.
- **Address 4** Enter a 38-character address line.
- **City** Enter a 20-character city.
- **State** Enter a two-character state abbreviation.
- **Zip** Enter a five-digit zip code.
- **Zip + 4** If entered, must be a four-digit code, along with the five digit zip code.
- **Carrier Code** Enter the two-character carrier code.
- **Phone** Enter a ten-digit phone number.
- **Phone Ext** If entered, must be four digits.
- **Fax** If entered, must be 10 digits.
- **Status Code** Enter a one-character status code as follows:
 - A** — Active
 - I** — InactiveThis code will default to an active status if not entered. It may be used to inactivate a record no longer in use.
- **Eff Start Date** Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

- **Eff End Date** Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

- **Last Proc Date** This is system generated.

**D72 BANK ACCOUNT NUMBER PROFILE
INPUT CODING INSTRUCTIONS**

The D72 profile allows the user to establish valid bank account numbers for a bank ABA number.

SD72	R★STARS ACCOUNTING		08/15/94 12:00 PM
LINK TO:	BANK ACCOUNT NUMBER PROFILE		FACS
ABA NUMBER:	BANK ACCT NUMBER:		ACCT TYPE:
ACCOUNT NAME:			NEXT AVAILABLE
PRIMARY AGY:			WARRANT NO:
CONTACT NAME:			NEXT DIR DEP
TITLE:			WARRANT NO:
ADDRESS 1:			MANUAL WARRANT RANGE
ADDRESS 2:			L: H:
ADDRESS 3:			
ADDRESS 4:			
CITY:	STATE:	ZIP:	
PHONE:	EXT:	FAX:	WARR PRINT IND:
SIGNATORY NAME 1:			RESTRICTIONS: N
SIGNATORY NAME 2:			RESTRICTIONS: N
SIGNATORY NAME 3:			RESTRICTIONS: N
SWEEP INSTRUCTION:			
COMPENSATING BAL AMT:		WARRANT REDEMPTION IND: N	
COLLATERAL: N ACCT:	LOC:	PCT IND: N	
MIN BAL REQD:	MAX AUTH AMT:	STATUS CODE: A	
EFF START DATE: 06131994	EFF END DATE:	LAST PROC DATE:	
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT			

Control Key

- **ABA Number** Enter a nine-digit ABA number. Must exist in the D70 ABA Number Profile.
- **Bank Account Number** Enter up to a 17-character bank account number (can include embedded hyphens as long as they are not the first or last character).

Information Elements

- **Account Name** Enter up to a 40-character bank account name.

- **Account Type** Enter the account type. The account type must exist in the D53 Titles Profile where Table ID = 'ACCT' and Key = 'Valid Acct Types'.
- **Primary Agency** Enter a three-character primary agency. Must exist in the D02 Agency Profile.
- **Contact Name** Enter up to a 40-character contact name.
- **Contact Title** Enter up to a 40-character contact title.
- **Address 1-3** Enter three 40-character address lines. Only address 1 is required, the rest are optional.
- **Address 4** Enter up to a 38-character address line.
- **City** Enter up to a 20-character city.
- **State** Enter a two-character state abbreviation.
- **Zip** Enter a five-digit zip code.
- **Zip + 4** If entered, must be a four-digit zip + code.
- **Carrier Code** Enter the two-character carrier code.
- **Phone** Enter a ten-digit phone number.
- **Phone Ext** If entered, must be four digits.
- **Fax** If entered, must be 10 digits.
- **Warrant Print Indicator** Must be either 'C' for Central or 'L' for Local.
- **Next Available Warrant No** If entered, must be nine digits.
- **Next Direct Deposit Sequence No** If entered, must be nine digits.

- **Low Manual Warrant No** If entered, must be nine digits and High Manual Warrant No. must also be entered. High Manual Warrant No. must be greater than Low Manual Warrant No.
- **High Manual Warrant No** If entered, must be nine digits and Low Manual Warrant No. must also be entered. High Manual Warrant No. must be greater than Low Manual Warrant No.
- **Signatory Name 1** Enter up to a 40-character signatory name.
- **Signatory Name 2, and 3** Required if signatory restriction = 'Y'. Enter two 40 character names.
- **Signatory Restrictions 1, 2, and 3** Must be 'Y' or 'N'.
- **Sweep Instruction** Enter up to 60 characters for instructions to sweep the bank account.
- **Compensating Balance Amount** If entered, must be up to 15 digits.
- **Warrant Redemption Indicator** Must be 'Y' or 'N'.
- **Collateral** Must be 'Y' or 'N'.
- **Collateral Account No** If collateral indicator = 'N', then account number must be blank. If Collateral indicator = 'Y', then a 17 digit Account number must be entered.
- **Collateral Location** If collateral indicator = 'N', then account number must be blank. If collateral indicator = 'Y', then up to a 20 character location must be entered.
- **Percent Indicator** Must be 'Y' or 'N'.

- **Minimum Balance Required** If entered, must be 15 digits.
- **Maximum Authorized Amount** If entered, must be 15 digits.
- **Status Code** Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate a record no longer in use.
- **Eff Start Date** Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.
- **Eff End Date** Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This can be left blank.
- **Last Proc Date** This is system generated.

18.5 WARRANT CANCELLATION PROCESSING

Occasionally, payments must be cancelled for various reasons. Payments can be cancelled only when the actual warrant is in hand. For lost or mutilated warrants, see Section 5-6. Payments in R★STARS can be cancelled by four methods:

- By Payment
- By Document ID
- By Range of Payment Numbers
- By Range of Appropriation Numbers

All valid cancellation requests utilize the Warrant Cancel TC found on the 28A Transaction Code Decision Profile for the TC on the original payable transaction. This Warrant Cancel TC is used for the generated transactions to record the accounting impact of the cancellation to reverse the cash impact.

Single payment requests/cancellations are entered on the 47A Warrant Status Maintenance screen. Cancellations by document number, range of payment numbers and range of appropriation numbers are entered on the 45 Document/Payment Range Cancellation screen. Direct deposit (EFT) payments cannot be cancelled; either a reversal or reclamation is initiated on the 47E EFT Event Request screen (within certain time constraints). These screens, followed by their coding instructions, can be found on the remaining pages of this section.

If the document(s) associated with the cancelled payment is tracked, the document tracking record is updated with the cancel reason code as the last action code posted. The action code, agency and the user ID are also updated when the payment/document is successfully cancelled.

Cancelling Warrants Created by Posted Direct Vouchers in ADPICS

You cannot cancel a posted direct voucher in ADPICS. If the need arises, you must go to R★STARS and cancel the warrant that was generated by the posted direct voucher in ADPICS. Use the 47A Warrant Status Maintenance screen, as described above.

There will be occasions when a direct voucher processed in ADPICS needs to be stopped before it is issued. This may be needed due to incorrect vendor names or for other reasons. Most errors should be caught by the edit process in ADPICS.

Once a direct voucher is posted in ADPICS, the transaction is completed and a warrant will be issued. The appropriate method to correct the direct voucher or retrieve that warrant is to request cancellation of the warrant using R★STARS 47A Warrant Status Maintenance Screen.

47A WARRANT STATUS MAINTENANCE SCREEN

The purpose of this screen is to allow agencies to update or request an update to the status of a warrant on the Payment Control table. Agencies can request a warrant status change using the Request Status indicator. The agency with the appropriate security can update the status of warrants using the Status Maintenance indicator or can approve requests directly on the 47C Payment Status Approval Listing. The 47A Warrant Status Maintenance screen is depicted below followed by its coding instructions.

```
S47A                      R★STARS ACCOUNTING                08/15/94 12:00 PM
LINK TO:                   WARRANT STATUS MAINTENANCE          FACS
      BANK ID:             WARRANT NUMBER:                   DOCUMENT NO:
      STATUS MAINT:        REAS CD:
      REQUEST STATUS:      REQUEST REAS CD:
      PAID BY:             CLEARANCE DATE:
STAT/REQUEST MAINT DATE:   (MMDDYYYY)
      CLEARANCE FISCAL YR:  TRAN GENERATED FLAG:
      CURRENT STATUS:
      TREASURY STATUS:
      CURRENT STATUS DATE:
      ISSUE DATE:
      EXPIRATION DATE:
      VENDOR/MC:
      VENDOR NAME:
      ADDRESS:
      CITY/STATE/ZIP:
      ISSUE FISCAL YR:      AMOUNT:
CROSS REFERENCE NUMBER:    STATUS:      REPLACEMENT WARR IND:
      MICROFILM NUMBER:    REEL NO:
```

```
F1-HELP F2-PMT INQUIRY F4-REPLACE WARR F5-NEXT F6-VEND TRANS F7-PAY REDEMP
F8-PMT STATUS APPROVAL F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

47A WARRANT STATUS MAINTENANCE SCREEN INPUT CODING INSTRUCTIONS

To recall a warrant, enter the bank ID for the warrant whose status is to be changed and press enter. Select F5 to scroll through all warrants for that bank ID until the appropriate bank ID and warrant combination to be changed is identified. To change the status of the warrant, update the request status and request reason code or the status maintenance and reason code (if the agency has appropriate security) and any other applicable elements and select “F10” to save the changes.

This screen allows a user to change the current status of a warrant as follows:

<u>From</u>		<u>To</u>	
<u>Status Code</u>	<u>Status Desc</u>	<u>Status Code</u>	<u>Status Desc</u>
I	Issue	S *	Stop
I	Issue	P	Paid
I	Issue	U *	Undeliverable
I	Issue	C *	Cancel
S	Stop	I	Issue
U	Undeliverable	I	Issue
P	Paid	I **	Issue
D	Pending Cancellation	I *	Issue

* Status can be changed based on the users level of security. Most agencies will be allowed to request these status changes.

** Status can only be changed if the nightly batch cycle has not run and “tran generated flag” has not changed to ‘Y’es.

Control Key

- **Bank ID** Enter the three-character bank ID for the warrant whose status is to be changed.
- **Warrant No** Enter the nine-digit warrant number for the payment whose status is to be changed.

Information Elements

- **Document Number** Indicates the cancellation document number when a warrant is cancelled.

- **Status Maintenance** Enter the one-character status code. The valid warrant status codes are 'S' (Stop), 'C' (Cancel), 'U' (Undeliverable), 'I' (Issue), or 'P' (Paid). (Treasury Use Only)

- **Reason Code** Enter the three-digit reason code. Must be in the D53 Titles Profile, with Table ID 'PPSR' (Stop), 'PPCR' (Cancel), 'PPUR' (Undeliverable), 'PPIR' (Issue) and 'PPPR' (Paid). Warrant 'PPUR' reason codes must have a 'W' in the fifth space of the Key field of the D53 Titles Profile. Reason codes are required if defined as such in the D54 System Parameters Profile, with Table ID 'S047', Key 1 'S, C, U, I or P' and Title of 'R.' (Treasury Use Only)

- **Request Status** Enter the one-character request status code. The valid warrant status request codes are 'S' (Stop), 'C' (Cancel), 'U' (Undeliverable), or 'I' (Issue).

- **Request Reason Code** Enter the three-digit reason code. Must be in the D53 Titles Profile, with Table ID 'PPSR' (Stop), 'PPCR' (Cancel), 'PPUR' (Undeliverable), 'PPIR' (Issue) and 'PPPR' (Paid). Warrant 'PPUR' reason codes must have a 'W' in the fifth space of the Key field of the D53 Titles Profile. Reason codes are required if defined as such in the D54 System Parameters Profile, with Table ID 'S047', Key 1 'S, C, U, I or P' and Title of 'R.'

- **Paid By** Enter the name of the bank that cleared the warrant. The Bank must be defined in the D54 System Parameters Profile, with Table ID 'PSTB', Key 1 'DAFM047', Key 2 'PAID', Key 3 Name of Bank Paid By. (Treasury Use Only)

- **Clearance Date** A concatenation of the fiscal month and year in which the warrant was paid. (Treasury Use Only)

The remaining fields on the screen are protected and should be reviewed for accuracy prior to processing request/status changes.

- **Stat/Request Maintenance Date** The system retrieves a concatenation of the fiscal month and year in which the status of a warrant was changed or requested to be changed through the Status Maintenance or Requested Status respectively.

- **Clearance Fiscal Yr** The system retrieves the year in which the warrant was paid.

■ Tran Generated Flag	The system retrieves either a 'Y' or 'N' to indicate whether a payment redemption transaction has been generated for this warrant.
■ Current Status	The system retrieves the current status of the warrant. Status values are: I (Issued), 'P' (Paid), 'R' (Replacement), 'S' (Stopped), 'C' (Cancelled), 'D' (Pending Cancellation), 'U' (Undeliverable), 'E' (Escheated). The payment status cannot be changed for replacement warrants.
■ Treasury Status	The system retrieves Treasury defined status codes. Status values are: 'S' (Payment was offset by STAR), 'G' (Payment was offset by GAL), 'B' (Payment was offset by both STAR and GAL), and 'W' (Payment was written).
■ Current Status Date	The system retrieves a concatenation of the fiscal month and year for the current status.
■ Issue Date	The system retrieves the date the warrant was written.
■ Expiration Date	The system retrieves the date the warrant will expire.
■ Vendor/MC	The system retrieves the vendor number and mail code associated with this payment transaction.
■ Vendor Name	The system retrieves the name of the vendor associated with this payment transaction.
■ Address	The system retrieves the address of the vendor associated with this payment transaction.
■ City/State/Zip	The system retrieves the city, state and zip code of the vendor associated with this payment transaction.
■ Issue Fiscal Yr	The system retrieves the fiscal year the warrant was written.
■ Amount	The system retrieves the amount of the warrant.
■ Cross Reference Number	The system retrieves the replacement warrant number which identifies whether the recalled warrant has been replaced.

- **Status** The system retrieves the status of the Cross Reference (replacement) Warrant. If the warrant is a replacement, the status will be 'R'. Otherwise, the status is blank.

- **Replacement
Warr Ind** The system retrieves an 'R' to indicate that the Cross Reference Warrant is a replacement warrant. Otherwise this field is blank.

- **Microfilm
Number** The system retrieves the identification number to facilitate locating microfilm copies of cleared warrants.

- **Reel No** The system retrieves the bank tape number.

47C PAYMENT STATUS APPROVAL LISTING SCREEN

This screen allows Treasury staff, with the appropriate security, to approve or disapprove requested status changes made by agencies for warrants. The 47F EFT Event Approval screen is used by Treasury to approve or disapprove requested status changes made by agencies for EFTs.

```

S47C VER 2.0      STATE OF MICHIGAN PRODUCTION REGION (PMAIN) 06/06/97 02:45 PM
LINK TO:          PAYMENT STATUS APPROVAL LISTING                PROD

REQUEST STATUS:   BANK ID:

S APPV BANK PAYMENT REAS      DESCRIPTION      REQUEST      TIME      USER      CURR
  ID      NO      CD              MAINT DATE      ID      STAT

F1-HELP F2-PMT INQUIRY F3-FILL IN F4-REPLACE WARR F6-STATUS MAINT
F7-PAY REDEMP F8-NEXT PAGE F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT

```

**47C PAYMENT STATUS APPROVAL LISTING
INPUT CODING INSTRUCTIONS**

To recall status change requests awaiting approval, enter the request status and optionally the bank ID, then select enter. All payments for the bank ID and request status entered will be displayed. Indicate whether a request is approved ('Y') or disapproved ('N') using the approval indicator field. Select "F10" to process the approval. If all requests for a particular bank ID and request status are to be approved, select "F3" Fill In, then "F10" to process the approval.

Control Key

- **Request Status** Enter the one-character request status. The valid request values for warrants are 'S' (Stop), 'C' (Cancel), 'U' (Undeliverable), 'I' (Issue).
- **Bank ID** Enter the three-character bank ID for the payment whose status is to be changed. (Optional)

Information Elements

- **S** This element is available for selecting a specific request for approval or disapproval. The selection field must be entered when using the function keys (F2, F4, F6 and F7) to transfer control to another payment screen. For the payment selected, it's key will automatically display on the screen to where control is transferred.
- **Appv** Enter the one-character approval indicator 'Y' (for approval) or 'N' (for disapproval).

The remaining fields on the screen provide additional information about the payment request. These fields are protected and should be reviewed for accuracy prior to processing request/status changes.

- **Bank ID** This is system generated.
- **Payment No** This is system generated.
- **Reas Cd** This is system generated.
- **Request Maint Date** This is system generated.
- **Time** This is system generated.

■ **User ID** This is system generated.

■ **Curr Stat** This is system generated.

47D PAYMENT STATUS MAINTENANCE HISTORY INPUT CODING INSTRUCTIONS

To recall a payment, enter the bank ID and payment number, then select enter. The history of all status changes for the payment inquired upon will display. To view the history of an EFT, use the 47E EFT Event Request screen or 47G EFT Event Details screen. In order to inquiry on these screens, you will need to obtain the EFT event number by selecting “F2” on this screen and transferring to the 44 Single Payment Inquiry screen.

Control Key

- **Bank ID** Enter the three-character bank ID for the payment to be inquired on.
- **Pmt No** Enter the nine-digit payment number associated with the warrant.

The remaining fields on the screen are protected and should be reviewed for accuracy prior to processing request/status changes.

- **Reason Cd** Indicates the reason code associated with the status change.
- **Description** Provides a description of the status change.
- **Date** Indicates the date the status change was made.
- **Time** Indicates the time the status changes was made.
- **User ID** Identifies the user who approved the status change.
- **Stat/Req
Status** Identifies the status or status change requested of the payment.

45 DOCUMENT/PAYMENT RANGE CANCELLATION SCREEN

The purpose of this screen is to allow users to cancel a payment document, a range of payment numbers or an appropriation number or range of appropriation numbers. The screen is depicted below followed by its coding instructions.

S045 VER 2.0		STATE OF MICHIGAN PRODUCTION REGION (PMAIN)		06/21/01 10:50 AM	
LINK TO:		DOCUMENT/PAYMENT RANGE CANCELLATION		PROD	
DOC AGY:		DOC NO:		FY:	
BANK ID:		BEGIN PMT NO:		END PMT NO:	
AGENCY:	AY:	BEGIN APPN NO:		END APPN NO:	
CANCEL RSN CODE:					
REVERSAL RSN CODE:					
CANCEL DOC NO/SFX:					
PAYMENT COUNT:					
PMT AMOUNT:					
DOC AMOUNT:					
F1-HELP F9-INTERRUPT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT					

45 DOCUMENT/PAYMENT RANGE CANCELLATION SCREEN INPUT CODING INSTRUCTIONS

To recall a payment, enter the document ID (Doc Agency, Document No., and Fiscal Year), for a document level cancellation, or enter the bank ID and range of payment numbers for a payment range cancellation, or enter the agency, appropriation year and range of appropriation numbers for an appropriation range cancellation, then select enter. Once the record has been recalled, indicate the cancellation reason code and select "F10" to save the changes. For EFT payments use the 47E Event Request screen to request either a reversal or reclamation.

Control Key

- **Doc Agency** Enter the three-character document agency for the document being cancelled. Must be entered for document level cancellations and not allowed for range of payment or appropriation cancellations.
- **Doc No** Enter the eight-character document number for the document being cancelled. Must be entered for document level cancellations and not allowed for range of payment or appropriation cancellations.
- **FY** Enter the two-digit fiscal year of the document being cancelled. Must be entered for document level cancellations and not allowed for range of payment or appropriation cancellations.
- **Bank ID** Enter the three-character bank ID for the range of payments to be cancelled. Must be entered for range of payment cancellations and is not allowed for document level or range of appropriation cancellations.
- **Begin Pmt No** Enter the nine-digit beginning payment number for the range of payments to be cancelled. Must be entered for range of payment cancellations and is not allowed for document level or range of appropriation cancellations.
- **End Pmt No** Enter the nine-digit ending payment number for the range of payments to be cancelled. Must be entered for range of payment cancellations and is not allowed for document level or range of appropriation cancellations.
- **Agency** Enter the three-character agency for the appropriation or range of appropriations being cancelled. Must be entered for range of appropriation cancellations and not allowed for range of payment or document level cancellations.

- **AY** Enter the two-digit appropriation year for the range of payments to be cancelled. Must be entered for range of appropriation cancellations and not allowed for range of payment or document level cancellations.

- **Begin Appn No** Enter the five-digit beginning appropriation number for the range of appropriations to be cancelled. Must be entered for range of appropriation cancellations and not allowed for range of payment or document level cancellations.

- **End Appn No** Enter the five-digit ending appropriation number for the range of appropriations to be cancelled. Must be entered for range of appropriation cancellations and not allowed for range of payment or document level cancellations.

If the payment range is entered, the difference between the beginning and ending payment numbers must not be greater than fifty (50). The purpose of this edit is to prevent a wider range than fifty payment numbers from accidentally being cancelled.

Information Elements

- **Cancel Rsn Code** Enter the three digit cancel reason code. Must be defined in D53 Titles Profile with table ID 'PPCR'.

- **Reversal Rsn Code** **(Not used in Michigan)**

The remaining fields on the screen are protected and provide additional information about the payment cancelled or reversed.

- **Cancel Doc No/Sfx** Indicates the cancellation document number and suffix when a warrant is cancelled.

- **Payment Count** Indicates the number of payments cancelled.

- **Pmt Amount** Indicates the total amount of the payments cancelled

- **Doc Amount** Indicates the document amount of the payment cancelled.

Payment range requests must be undone by using 47A Warrant Status Maintenance screen. Cancellations can be undone any time prior to the batch process that occurs that generated the

cancellation transaction. Once this process is run, the Tran Generated Flag will be 'Y' on the 47A Warrant Status Maintenance for all payments cancelled.

44 SINGLE PAYMENT INQUIRY INPUT CODING INSTRUCTIONS

Control Key

- **Bank ID** Enter the three-character bank ID for the payment to be inquired on.
- **Payment No** Enter the nine-digit payment number associated with the warrant or EFT.

The remaining fields on the screen are protected and should be reviewed for accuracy prior to processing the cancellation request.

- **Vendor/
MC/NM** The system retrieves the ten-character vendor number, three-character mail code, and up to a 50-character vendor name associated with the bank ID and payment number entered.
- **Eft Source** The system retrieves the one-character EFT Source code ('V' = MAIN FACS, 'P' = HRMN/PPRISM/DCDS, 'I' = IIT, or 'R' = Retirement) associated with the payment number entered.
- **ODFI Bank
ID** The system retrieves the three-character ODFI bank ID associated with the payment number entered.
- **EFT Event No** The system retrieves the nine-digit EFT event number associated with the bank ID and payment number entered.
- **Issue Date** The system retrieves the eight-digit payment issue date associated with the bank ID and payment number entered.
- **Payment
Status** The system retrieves the one-character payment status associated with the bank ID and payment number entered.
- **Count** The system retrieves the number of transactions associated with the bank ID and payment number entered.
- **Payment Amt** The system retrieves up to a 13-digit payment amount associated with the bank ID and payment number entered.

■ Document Amt	The system retrieves up to a 13-digit document amount associated with the bank ID and payment number entered.
■ Doc No	The system retrieves the eight-character document number(s) associated with the bank ID and payment number entered.
■ Sfx	The system retrieves the three-digit suffix associated with the document number displayed.
■ Agy	The system retrieves the three-character financial agency associated with the document/suffix number detail line displayed.
■ TC	The system retrieves the three-digit transaction code associated with the document number/suffix number detail line displayed.
■ Index	The system retrieves the five-digit index associated with the document number/suffix number detail line displayed.
■ PCA	The system retrieves the five-digit program cost account associated with the document/suffix number detail line displayed.
■ App	The system retrieves the five-digit appropriation associated with the document/suffix number detail line displayed.
■ A Fund	The system retrieves the four-digit appropriated fund associated with the document/suffix number detail line displayed.
■ Fnd	The system retrieves the four-digit fund associated with the document/suffix number detail line displayed.
■ AY	The system retrieves the two-digit appropriation year associated with the document/suffix number detail line displayed.
■ Cobj	The system retrieves the four-digit comptroller object associated with the document/suffix number detail line displayed.
■ PDT	The system retrieves the two-character payment distribution type associated with the document/suffix number detail line displayed.
■ W	The system retrieves the one-character warrant writing indicator associated with the document/suffix number detail line displayed.
■ R	The system retrieves the one-character reverse code 'R' if the transaction

code used on the document/suffix number detail line was reversed.
Otherwise this field is blank.

■ **Amt**

The system retrieves up to a 13-digit amount associated with the document/suffix number detail line displayed.

42 LOCAL PAYMENT REQUEST SCREEN

The purpose of this screen is to allow users to request assignment of local payment numbers, printing of these payments, and subsequent confirmation once the payments have been printed. All payment transactions with a Disbursement Method indicator of 'L' (Local) will be displayed on this screen for payment number assignment and warrant printing. The screen is depicted below followed by its coding instructions.

If your agency locally prints warrants, you must ensure that the warrant was actually printed. Using User Class 87, you will perform this confirmation by changing the status of the warrant on R★STARS Screen 42. The 47A screen will not display the confirmation of the warrant until the nightly batch cycle has run.

S042	STATE OF MICHIGAN DEVELOPMENT	11/15/94 12:00 PM
LINK TO:	LOCAL PAYMENT REQUEST	FACS
DOC AGY:	FY:	BANK ID:
VENDOR NO:	MC:	VENDOR NAME:
DOCUMENT RANGE:	TO:	
S DOCUMENT	VENDOR NO MC	NAME
		PAYMENT AMT
		PMT NO
F1-HELP F5-NEXT F9-INTERRUPT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

42 LOCAL PAYMENT REQUEST INPUT CODING INSTRUCTIONS

Enter the doc agency, fiscal year and bank ID, then press Enter to recall all local payments associated with this key. Additionally, local payments can be recalled by vendor number/mail code or a range of payment documents within the doc agency, fiscal year and bank ID. Once the requested transactions have been recalled, the user can request assignment of payment number for any of the payments. After the payment number has been assigned, the user can request printing and confirmation once the payment has been printed. The payment must be confirmed (F10/F11 Confirm Print) before the payment will be extracted for payment processing.

Control Key

- **Doc Agy** Enter the document agency related to the local payments which payment numbers and printing is to be requested.
- **FY** Enter the fiscal year related to the local payments which payment numbers and printing is to be requested.
- **Bank ID** Enter the bank ID related to the local payments which payment numbers and printing is to be requested. Must exist in the D56 Bank ID Profile.
- **Vendor No/** Enter the vendor number and mail code associated with the previously
■ **MC** entered Doc Agency, Fiscal Year and Bank ID (optional).
- **Vendor Name** This is system generated.
- **Document** Enter the local payment document number range associated with the
Range/To previously entered doc agency, fiscal year and bank ID. (Optional)
- **S** This element is available for selecting specific local payments requesting assignment payment numbers (F2), the subsequent printing of these payments (F4) and print confirmation once the payments have been printed (F10/F11).

18.6 WARRANT REPLACEMENT

The purpose of this screen is to allow agencies with the appropriate level of security to replace warrants that are lost or mutilated. This screen also displays various payment information regarding the warrant, including a cross reference to the original warrant number when a replacement warrant has been issued. A warrant replacement cannot be issued until a stop payment (status = 'S') has been placed on the original warrant.

This screen is displayed below followed by its coding instructions.

46 REPLACEMENT WARRANT PAYMENT SCREEN

```
S046                      R★STARS ACCOUNTING                      08/15/94 12:00 PM
LINK TO:                  REPLACEMENT WARRANT PAYMENT              FACS

RECALLED WARRANT INFORMATION
-----
      BANK ID:
WARRANT NUMBER:          DOC AGENCY:      DOC NUMBER:
WARRANT ISSUE DATE:      "ORIGINAL" WARRANT:
WARRANT EXPIRATION DATE: CROSS-REF WARRANT:
                        STATUS:      REPLACE:      "NEXT" WARRANT:
                        AMOUNT:

NEW WARRANT INFORMATION
-----
      REPLACE WARR IND:          DMI:
      BANK ID:
      WARRANT NUMBER:
      WARRANT ISSUE DATE:
WARRANT EXPIRATION DATE:
      STATUS:
      AMOUNT:

F1-HELP  F5-NEXT  F9-INTERRUPT  F10-SAVE  F11-SAVE/CLEAR  ENTER-INQ  CLEAR-EXIT
```

46 REPLACEMENT WARRANT PAYMENT INPUT CODING INSTRUCTIONS

To recall a payment, enter the bank ID and payment number and select the enter key. When the payment is recalled, it allows users with the correct security level to issue a replacement.

Control Key

- **Bank ID** Enter the three-digit bank ID.
- **Warrant Number** Enter the warrant number.

Information Elements

- **Replace Warr Ind** Enter 'R' to indicate the replacement of the warrant.
- **Bank ID** Enter the three-digit bank ID associated with the replacement warrant.
- **DMI** Enter the one-character disbursement method indicator. Valid values are 'R' (Regular), 'E' (Expedite), 'M' (Manual) and 'L' (Local).
- **Warrant Number** Enter the nine-digit warrant number for the new warrant if the replacement warrant is a manual warrant (DMI = 'M'). If the replacement warrant is not a manual warrant (DMI = 'R', 'E', or 'L'), this field must be blank.
- **Warrant Issue Date** Enter the eight-digit warrant issue date for the new warrant if the replacement warrant is a manual warrant (DMI = 'M'). If the replacement warrant is not a manual warrant (DMI = 'R', 'E', or 'L'), this field must be blank.
- **Warrant Expiration Date** Indicates the warrant expiration date for the new warrant. Defaults to two years from replacement warrant issue date.
- **Status** Identifies the status of the cross reference (warrant) number. This value is the same as current status.

- **Amount** Enter the 14-digit warrant amount for the new warrant. Must equal the warrant amount of the old warrant.

The remaining fields on the screen are protected and provide additional payment status information for the original warrant.

18.7 EFT EVENT PROCESSING/INQUIRY

47B EFT STATUS INQUIRY SCREEN

The purpose of this screen is to allow agencies to inquire on the status of an EFT on the Payment Control table. The 47E EFT Event Request screen will provide more details on an EFT payment. In order to inquire on the 47E screen, it is necessary to obtain the EFT event number by selecting "F2" and transferring to the 44 Single Payment Inquiry screen. Agencies can request an EFT status change using the 47E EFT Event Request screen or the 47K EFT Document/Payment Range Cancellation screen. All pending requests must be approved by Treasury using the 47F EFT Event Approval Listing screen. The 47B EFT Status Inquiry screen is depicted below followed by its coding instructions.

```
S47B VER 2.0      STATE OF MICHIGAN PRODUCTION REGION (PMAIN)  06/20/01 09:50 AM
LINK TO:          EFT STATUS INQUIRY                          PROD

      BANK ID: 000
      EFT NUMBER:          DOCUMENT NO:
      STATUS MAINT:      REAS CD:
      REQUEST STATUS:    REQUEST REAS CD:
      PAID BY:          CLEARANCE DATE:
STAT/REQUEST MAINT DATE:      (MMDDYYYY)
      PAID FISCAL YR:      TRAN GENERATED FLAG:
      CURRENT STATUS:
      TREASURY STATUS:
      CURRENT STATUS DATE:
      EFT ISSUE DATE:
      EFT EXPIRATION DATE:
      VENDOR/MC:
      VENDOR NAME:
      ADDRESS:
      CITY/STATE/ZIP:
      ISSUE FISCAL YR:      AMOUNT:
```

F1-HELP F2-PMT INQUIRY F5-NEXT F6-VEND TRANS F9-INT ENTER-INQ CLEAR-EXIT

47B EFT STATUS INQUIRY SCREEN INPUT CODING INSTRUCTIONS

To recall an EFT, enter the bank ID and the EFT payment number and then select enter. To request a change in the status of the EFT, use the 47E EFT Event Request screen.

Control Key

- **Bank ID** Enter the three-character bank ID for the EFT payment to be inquired on.
- **EFT No** Enter the nine-digit EFT payment number to be inquired on.

Information Elements

- **Document Number** (Not used in Michigan)
- **Status Maintenance** (Not used in Michigan)
- **Reason Code** (Not used in Michigan)
- **Request Status** (Not used in Michigan)
- **Request Reason Code** (Not used in Michigan)
- **Paid By** (Not used in Michigan)

The remaining fields on the screen are protected and should be reviewed for accuracy prior to processing request/status changes on the 47E EFT Event Request screen.

- **Clearance Date** The system retrieves a concatenation of the fiscal month and year in which the EFT was paid (same as EFT issue date).
- **Stat/Request Maintenance Date** The system retrieves a concatenation of the fiscal month and year from the Eff Date on the 97 System Management Profile.
- **Paid Fiscal Yr** (Not used in Michigan)

■ Tran Generated Flag	The system retrieves a status value of 'Y' (Redemption generated) since EFT redemption transaction is generated on the same day that the payment is processed.
■ Current Status	The system retrieves the current status of the EFT. Status value will always be 'P' (Paid) for EFTs.
■ Treasury Status	(Not used in Michigan)
■ Current Status Date	The system retrieves a concatenation of the fiscal month and year for the current status.
■ EFT Issue Date	The system retrieves the date the EFT was generated.
■ EFT Expiration Date	The system retrieves the date the EFT will expire.
■ Vendor/MC	The system retrieves the vendor number and mail code associated with this payment transaction.
■ Vendor Name	The system retrieves the name of the vendor associated with this payment transaction.
■ Address	The system retrieves the address of the vendor associated with this payment transaction
■ City/State/Zip	The system retrieves the city, state and zip code of the vendor associated with this payment transaction.
■ Issue Fiscal Yr	The system retrieves the fiscal year the EFT was generated.
■ Amount	The system retrieves the amount of the EFT.

47E EFT EVENT REQUEST INPUT CODING INSTRUCTIONS

To recall an EFT event, enter the EFT source ('V', 'P', 'I', or 'R'), ODFI bank ID, and EFT event number and press enter. To request a change in EFT status (EFT event request), enter a valid transaction type ('RC' for reclamation or 'RV' for reversal) and reason code (locate the appropriate reason code on the D54 System Parameters Profile, Table ID 'EFT', Key 1 'RSNCD', Key 2 'RC' or 'RV', Key 3 'lists specific reason codes') and select "F10" to process the request. Unapproved or erred pending requests may be deleted on this screen.

An EFT event request can be made based on the users level of security. Most agencies will be allowed to request a change in the status of an EFT. Process indicator values as a result of an EFT event request are 'T' – request waiting for approval, 'R' – request confirmed by Treasury and ready to be processed, 'D' – request rejected by Treasury due to their handling the request manually, 'N' – request rejected by Treasury and not processed, and 'E' – request rejected by the batch cycle (regardless of whether the request has been approved or is waiting for approval). The remaining possible process indicator values of 'A', 'C', 'F', 'J', 'L' and 'M' are retrieved from the EFT History table and pertain to EFT event transactions that have gone to history (whether or not a request has been processed for them). See definitions under Information Elements for the process indicator below.

All approved requests are picked up for processing by the daily batch cycle and a Reversal/Reclamation file will be prepared for transmittal to the bank. If the ODFI (originating depository financial institution) has already initiated a return for an EFT event, the reversal or reclamation in pending or approved status for same EFT event will error out.

Control Key

- **EFT Source** Enter the one-character EFT source ('V' - MAIN FACS, 'P' - HRMN/PPRISM/DCDS, 'I' - IIT, or 'R' - Retirement).
- **ODFI Bank ID** Enter the three-character ODFI (originating depository financial institution) bank ID. This must exist in the D56 Bank ID Profile.
- **EFT Event No** Enter the nine-digit EFT event number.

Information Elements

- **Trans Type** Enter the two-character transaction type if requesting an EFT event change. Valid transaction types must exist in the D54 System Parameters Profile, with Table ID 'EFT', Key 1 'ACHT', and Key 2 'RC' or 'RV'.

- **Reason Code** Enter the three-character reason code if requesting an EFT event change. Valid reason codes must exist in the D54 System Parameters Profile, with Table ID 'EFT', Key 1 'RSNCD', Key 2 'RC' or 'RV', Key 3 'lists specific reason codes'.

- **S** Enter an 'S' in the Select Indicator field to select an EFT event detail line. When "F2" is selected, the system transfers to the 47G EFT Event Details screen. When "F3" is selected, the system deletes only unapproved or erred pending requests. When "F4" is selected, the system transfers to the 47J EFT Payment Amount Inquiry screen.

The remaining fields on the screen are protected and should be reviewed for accuracy prior to processing an EFT event (reversal or reclamation).

- **FI Seq No** The system retrieves the three-character FI (financial institution) sequence number associated with the EFT source, ODFI bank ID, and EFT event number entered.

- **RM Delivery Method** The system retrieves the one-character RM (remittance) delivery method ('W' – Web or 'B' – Web and Bank) associated with the EFT source, ODFI bank ID, and EFT event number entered.

- **Account Indicator** The system retrieves the one-character account indicator ('P' – Consumer or 'C' - Commercial) associated with the EFT source, ODFI bank ID, and EFT event number entered.

- **EFT Amount** The system retrieves up to a 13-digit EFT amount associated with the EFT source, ODFI bank ID, and EFT event number entered.

- **RDFI Name** The system retrieves up to a 36-character RDFI (receiving depository financial institution) name associated with the EFT source, ODFI bank ID, and EFT event number entered.

- **Vendor** The system retrieves the 10-character vendor/payee number associated with the EFT source, ODFI bank ID, and EFT event number entered.

- **Rec Type** The system retrieves the one-character record type based on the table the record is retrieved from. If the record is retrieved from the EFT History table, the record type is 'H'; if the record is retrieved from the EFT Pending Request table, the record type is 'C'.

- **Seq No** The system retrieves the four-digit sequence number associated with the EFT source, ODFI bank ID, and EFT event number entered.

- **Trn Type** The system retrieves the two-character transaction type associated with the EFT source, ODFI bank ID, and EFT event number entered. Valid transaction types must exist in the D54 System Parameters Profile, with Table ID 'EFT', Key 1 'ACHT', and Key 2 'lists specific transaction types'.

- **Effect Date** The system retrieves the eight-digit effective date of the transaction associated with the EFT source, ODFI bank ID, and EFT event number entered. This field is filled in for history records only.

- **Reason Code** The system retrieves the three-character reason code associated with the EFT source, ODFI bank ID, and EFT event number entered. Valid reason codes must exist in the D54 System Parameters Profile, Table ID 'EFT', Key 1 'RSNCD', Key 2 'CN', 'RC', or RV', Key 3 'lists specific reason codes'. If the record is retrieved from the EFT History table, the record type is 'H'; if the record is retrieved from the EFT Pending Request table, the record type is 'C'.

- **Reason Description** The system retrieves up to a 20-character reason code description associated with the EFT source, ODFI bank ID, and EFT event number entered.

- **Request Date** The system retrieves the eight-digit request date associated with the EFT source, ODFI bank ID, and EFT event number entered. This field is filled in for pending request records only.

- **Request Time** The system retrieves the request time associated with the EFT source, ODFI bank ID, and EFT event number entered. This field is filled in for pending request records only.

- **Requestor User ID** The system retrieves up to an eight-character requestor user ID associated with the EFT source, ODFI bank ID, and EFT event number entered. This field is filled in for pending request records only.

- **Prc Ind** The system retrieves the one-character process indicator associated with the EFT source, ODFI bank ID, and EFT event number entered.

Process indicator values retrieved from the EFT Pending Request table are:

- D** — Request was rejected by Treasury due to Treasury handling the request manually.

- E** — Request was rejected by the batch cycle (regardless of whether the request has been approved or is waiting for approval).
- N** — Request was rejected by Treasury and not processed.
- R** — Request is ready for processing. Once Treasury confirms the request, the request is ready for processing.
- T** — Request is waiting for approval. There can be only one pending request waiting for Treasury approval per EFT event.

Process indicator values retrieved from the EFT History table are:

- A** — Transaction was accepted by ODFI bank.
- C** — Return/NOC processed and updates done to Payee FI Account table.
- F** — File was generated and processed by the system. A transaction has a process indicator = 'F' during the interim period between when the batch cycle runs, the file is transmitted to the ODFI bank, and the ODFI processes the file. Since the ODFI bank normally processes the file before R★STARS is available to users, it would be unlikely for a transaction to appear with this value.
- J** — Transaction was rejected by ODFI bank.
- L** — Transaction was cancelled
- M** — Return/NOC processed and updates not done to Payee FI Account table.

47F EFT EVENT APPROVAL LISTING

The purpose of this screen is to allow Treasury users with the appropriate security to either approve or reject pending EFT event requests. This screen also allows users to view one or more pending EFT requests waiting for approval. Users can also view the 47G EFT Event Details, 47J EFT Payment Amount Inquiry or 47E EFT Event Request screens by entering an 'S' in the select indicator column corresponding to the pending request record and pressing "F2", "F4", or "F6" respectively. This screen also displays all approved, erred or rejected pending requests by entering the appropriate value in the process indicator field. No action can be taken on these requests.

```
S47F VER 2.0      STATE OF MICHIGAN PRODUCTION REGION (PMAIN)  07/12/01 03:13 PM
LINK TO:          EFT EVENT APPROVAL LISTING                      PROD

PROCESS IND:      TRANS TYPE:

      EFT BNK  EFT      SEQ  ----- REASON -----  -- REQUEST --  REQSTR
S APPV SRC  ID EVENT NO  #   CODE      DESCRIPTION      DATE   TIME   USER ID

F1-HELP  F2-EVENT DTL  F3-FILL IN  F4-PMT AMOUNT  F6-EVENT RQST  F8-NEXT PG
F9-INT   F10-SAVE      F11-SAVE/CLEAR      ENTER-INQ      CLEAR-EXIT
```

**47F EFT EVENT APPROVAL LISTING
INPUT CODING INSTRUCTIONS**

To recall an EFT pending request, enter the process indicator 'T' (request is waiting for approval) and the transaction type 'CN' (cancellation), 'RV' (reversal), or 'RC' (reclamation) and press enter. Only EFT event requests that exist in the EFT Pending Request table can be viewed on this screen. To select a pending request, enter an 'S' in the Select Indicator field and the appropriate approval indicator: Enter 'Y' to approve a request, 'X' to reject a request that is not within NACHA Operating Rules time limits, or 'C' to reject a request for any other reason. The approval indicator field is protected when the user views approved, rejected or erred pending request records and when no record is displayed corresponding to this column.

Approval IndicatorEntered by Treasury:

APPV	Description
* Y —	Approve request.
X —	Reject request due to NACHA Operating rules time limits.
C —	Reject request due to any other reason.

Changed To:

APPV	Description
R —	Request is ready for processing.
D —	Request is rejected and handling manually by Treasury.
N —	Request is rejected and not processed.

* The 'Y' will change to 'X' after "F10" is pressed if the request that Treasury is attempting to process is beyond the required number of banking days. This 'X' will be displayed on the screen along with the appropriate error message until the enter key is pressed or the screen is refreshed.

Other types of pending requests can be viewed on this screen by entering the appropriate value in the process indicator column as follows: enter 'D' to view requests rejected by Treasury due to Treasury handling the request manually, 'E' to view requests rejected by the batch cycle (regardless of whether the request has been approved or is waiting for approval), 'N' to view requests rejected by Treasury and not processed, or 'R' to view requests that are ready for processing. Then enter the appropriate transaction type and press enter.

All approved requests are picked up for processing by the daily batch cycle and a Reversal/Reclamation file will be prepared for transmittal to the bank. If the ODFI bank has already initiated a return for an EFT event, the reversal or reclamation request in pending or approved status for the same EFT event will error out. The batch processing will generate an error report. There can be only one pending request waiting for approval (process indicator = 'T') per EFT event.

Control Key

- **Process Ind** Enter the one-character process indicator for the type of EFT events to be inquired upon or whose status is to be changed. Process indicator values are retrieved from the EFT Pending Request table. The system retrieves the process indicator description.
- T** — Requests waiting for approval
 - R** — Requests that are ready for processing
 - N** — Requests rejected by Treasury
 - D** — Requests rejected by Treasury due to their handling the request manually
 - E** — Requests rejected by the batch cycle (regardless of whether the request has been approved or is waiting for approval)
- **Trans Type** Enter the two-character transaction type for EFT event to be inquired upon or whose status is to be changed. Valid transaction types must exist in the D54 System Parameters Profile, with Table ID 'EFT', Key 1 'ACHT', and Key 2 'CN', 'RC', or 'RV'.

Information Elements

- **S** Enter an 'S' in the Select Indicator field to select an EFT event detail line. When "F2" is selected, the system transfers to the 47G EFT Event Details screen. When "F6" is selected, the system transfers to the EFT Event Request screen.
- **APPV** Enter the one-character approval indicator to approve or reject a request. Enter 'Y' to approve a request. Enter 'X' to reject a request that is not within NACHA Operating rules time limits. To reject for any other reason enter 'C'. (Treasury Use Only)

The remaining fields on the screen are protected and should be reviewed for accuracy prior to taking action on an EFT event (reversal or reclamation).

- **EFT Src** The system retrieves the one-character EFT source ('V' – MAIN FACS, 'P' – HRMN/PPRISM/DCDS, 'I' – IIT, or 'R' – Retirement) associated with the process indicator and transaction type entered.
- **Bnk ID** The system retrieves the three-character Bank ID associated with the process indicator and transaction type entered. This must exist in the D56 Bank ID Profile.

- **EFT Event No** The system retrieves the nine-digit EFT event number associated with the process indicator and transaction type entered.
- **Seq #** The system retrieves the four-digit sequence number associated with the process indicator and transaction type entered.
- **Reason Code** The system retrieves the three-character reason code associated with the process indicator and transaction type entered. Valid reason codes must exist in the D54 System Parameters Profile, Table ID 'EFT', Key 1 'RSNCD', Key 2 'CN', 'RC', or 'RV', Key 3 'lists specific reason codes'.
- **Reason Description** The system retrieves up to a 20-character reason code description associated with the process indicator and transaction type entered.
- **Request Date** The system retrieves the eight-digit date of the EFT event request associated with the process indicator and transaction type entered.
- **Request Time** The system retrieves the four-digit time of the EFT event request associated with the process indicator and transaction type entered.
- **Reqstr User ID** The system retrieves up to an eight-digit requestor User ID for the EFT event request associated with the process indicator and transaction type entered.

47G EFT EVENT DETAILS

The purpose of this screen is to provide an on-line inquiry into the EFT History Table. EFT Event, and EFT Pending Request table. This inquiry screen displays EFT event details based on the record type and other key values. The 47J EFT Payment Amount Inquiry screen can be viewed by pressing "F4." The next transaction within the EFT source and ODFI bank ID can be viewed by pressing "F5". If there are no more detail transactions, the next EFT event record is retrieved.

When an EFT payment is successfully processed for the first time, a record is created in the EFT Event table. Payment processing creates the initial payment EFT event record. For each EFT transaction (payment, reversal, reclamation, return, and notification of change) processed for a particular EFT event, a new record is created in the EFT History table. This table helps to keep track of the life cycle of an EFT payment.

S47G VER 2.0		STATE OF MICHIGAN PRODUCTION REGION (PMAIN)		07/13/01 02:48 PM	
LINK TO:		EFT EVENT DETAILS		PROD	
ACTIVE					
EFT SOURCE:	ODFI BANK ID:	EFT EVENT NO:	SEQ#:	REC TYP:	
EFT AMOUNT:		EFFECTIVE DATE:			
PROCESS IND:		TRANS GEN IND:			
RDFI NAME:					
FI SEQ NO:	RM DEL METHD:	ACCOUNT IND:			
VENDOR:					
TRANS TYPE:		PFOS DATA:			
NO. OF INV RECS:	NO. OF TXT RECS:	BATCH NO:			
PMT FORMAT CODE:	PMT GENER DATE:	TIME:			
REQUESTOR USER ID:	REQUESTED DATE:	TIME:			
APPROVER USER ID:	APPROVAL DATE:	TIME:			
REASON CODE:		RET/NOC INIT BY:			
RETURN AMOUNT:		DEATH DATE NOTIFIC:			
COR VENDOR NAME:		RETURN TRACE NO:			
PAYEE DATABASE UPDATE INDICATORS:					
ROUTING NUMBER:		ACCOUNT NUMBER:	ACCOUNT TYP:		
F1-HELP F4-PMT AMOUNT F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT					

47G EFT EVENT DETAILS INPUT CODING INSTRUCTIONS

To recall an EFT event detail, enter the EFT source, ODFI bank ID, event number, and sequence number. If the record type is 'H' (default), EFT event details are retrieved from the EFT History table and EFT Event table. If the record type is 'C', EFT event details are retrieved from the EFT Pending Request and EFT Event tables. Note that the record type value of 'C' must be entered in order to view pending EFT event record details.

Control Key

- **EFT Source** Enter the one-character EFT source ('V' – MAIN FACS, 'P' – HRMN/PPRISM/DCDS, 'I' – IIT, or 'R' – Retirement).
- **ODFI Bank ID** Enter the three-character ODFI (originating depository financial institution) Bank ID. This must exist in the D56 Bank ID Profile.
- **Event No** Enter the nine-digit EFT event number.
- **Seq #** Enter the four-digit sequence number.
- **Rec Typ** Enter the one-character record type (must be 'H' - History or 'C' – Pending Request). This code will default to 'H'.

Informational Elements

- **EFT Amount** The system retrieves up to a 13-digit amount from the EFT Event table. This field also has a one-character debit/credit indicator ('D' or 'C') that corresponds to the EFT amount. This indicator is retrieved from the EFT History table
- **Effective Date** The system retrieves the eight-digit effective date from the EFT History table if the record type is 'H'. Otherwise this field is blank.

■ **Process Ind**

The system retrieves the one-character process indicator from the EFT History table if the record type is 'H' or from the EFT Pending Request table if the record type is 'C'.

Process indicator values retrieved from the EFT History table are:

- A** — Transaction was accepted by ODFI bank.
- C** — Return/NOC processed and updates done to Payee FI Account table.
- F** — File was generated and processed by the system. A transaction has a process indicator = 'F' during the interim period between when the batch cycle runs, the file is transmitted to the ODFI bank, and the ODFI processes the file. Since the ODFI bank normally processes the file before R★STARS is available to users, it would be unlikely for a transaction to appear with this value.
- J** — Transaction was rejected by ODFI bank.
- L** — Transaction was cancelled
- M** — Return/NOC processed and updates not done to Payee FI Account table.

Process indicator values retrieved from the EFT Pending Request table are:

- D** — Request was rejected by Treasury due to Treasury handling the request manually.
- E** — Request was rejected by the batch cycle (regardless of whether the request has been approved or is waiting for approval).
- N** — Request was rejected by Treasury and not processed.
- R** — Request is ready for processing. Once Treasury confirms the request, the request is ready for processing.
- T** — Request is waiting for approval. There can be only one pending request waiting for Treasury approval per EFT event.

■ **Trans Gen
Ind**

The system retrieves a one-character transaction generated indicator = 'Y' from the EFT History table if the record type is 'H'. Otherwise this field will be 'N'.

■ **RDFI Name**

The system retrieves the 50-character RDFI (receiving depository financial institution) name from the EFT Event table for both record types 'H' and 'C'.

- **FI Seq No** The system retrieves the three-character FI (financial institution) sequence number from the EFT Event table for both record types 'H' and 'C' (for EFT source = 'V' – MAIN FACS only). Otherwise this field is blank.

- **RM Del Methd** The system retrieves the one-character remittance delivery method ('W' – Web or 'B' – Web and Bank) from the EFT Event table for both record types 'H' and 'C' (for EFT source = 'V' only). For EFT source = 'P', 'I', and 'R', this field defaults to 'N' – None.

- **Account Ind** The system retrieves the one-character account indicator from the EFT Event table for both record types 'H' and 'C'.

- **Vendor** The system retrieves the ten-character vendor/payee number and name from the EFT Event table for both record types 'H' and 'C'.

- **Trans Type** The system retrieves the two-character transaction type from the EFT History table if the record type is 'H' or from the EFT Pending Request table if the record type is 'C'. Valid transaction types must exist in the D54 System Parameters Profile, with Table ID 'EFT', Key 1 'ACHT', and Key 2 'lists specific transaction types'.

- **PFOS Data** The system retrieves the five-character PFOS (payment from other systems) data from the EFT Event table for both record types 'H' and 'C' if the EFT source is 'R', 'I', or 'P'.

- **No of Inv Recs** The system retrieves the number of invoice records from the EFT History table if the record type is 'H'. Otherwise this field is blank.

- **No of Txt Recs** The system retrieves the number of text records from the EFT History table if the record type is 'H'. Otherwise this field is blank.

- **Batch No** The system retrieves the nine-character batch number from the EFT History table if the record type is 'H'. Otherwise this field is blank.

- **Pmt Format Code** The system retrieves the three-character payment format code ('CCD' – commercial account, 'CTX' – commercial account when remittance is delivered via bank, or 'PPD' – personal account) from the EFT History table if the record type is 'H'. Otherwise this field is blank.

- **Pmt Gener Date** The system retrieves the payment generation date from the EFT History table if the record type is 'H'. Otherwise this field is blank.

- **Time** The system retrieves the payment generation time from the EFT History

table if the record type is 'H'. Otherwise this field is blank.

- **Requestor User ID** The system retrieves up to an eight-character requestor user ID from the EFT History table if the record type is 'H' or from the EFT Pending Request table if the record type is 'C'.
- **Requested Date** The system retrieves the eight-digit requested date from the EFT History table if the record type is 'H' or from the EFT Pending Request table if the record type is 'C'.
- **Requested Time** The system retrieves the four-digit requested time from the EFT History table if the record type is 'H' or from the EFT Pending Request table if the record type is 'C'.
- **Approver User ID** The system retrieves up to an eight-character approver user ID from the EFT History table if the record type is 'H' or from the EFT Pending Request table if the record type is 'C'.
- **Approval Date** The system retrieves the eight-digit approval date from the EFT History table if the record type is 'H' or from the EFT Pending Request table if the record type is 'C'.
- **Approval Time** The system retrieves the four-digit approval time from the EFT History table if the record type is 'H' or from the EFT Pending Request table if the record type is 'C'.
- **Reason Code** The system retrieves the three-character reason code from the EFT History table if the record type is 'H' or from the EFT Pending Request table if the record type is 'C'. Valid reason codes must exist in the D54 System Parameters Profile, with Table ID 'EFT', Key 1 'RSNCD', Key 2 'CN', 'RC', or 'RV', Key 3 'lists specific reason codes'.
- **Ret/Noc Init By** The system retrieves either 'ODFI' or 'RDFI' from the EFT History table to indicate which financial institution initiated the return or notification of change. If the return or notification of change was retrieved from another system (other than MAIN FACS), this field will be blank.
- **Return Amount** The system retrieves up to a 13-digit return amount from the EFT History table if the record type is 'H'. Otherwise this field will be blank.
- **Death Date Notific** The system retrieves the eight-digit death notification date from the EFT History table if the record type is 'H'. Otherwise this field will be blank.

- **Cor Vendor Name** The system retrieves up to a 22-character corrected vendor/payee name (if the reason code entered by the ODFI is 'C04') from the EFT History table if the record type is 'H'. Otherwise this field will be blank.
- **Return Trace No** The system retrieves the 15-digit return trace number from the EFT History table if the record type is 'H'. Otherwise this field will be blank.

Payee Database Update Indicators

- **Routing Number** The system retrieves a 'Y' from the EFT History table if the record was updated in the payee database. Otherwise this field will be blank.
- **Account Number** The system retrieves a 'Y' from the EFT History table if the record was updated in the payee database. Otherwise this field will be blank.
- **Account Type** The system retrieves a 'Y' from the EFT History table if the record was updated in the payee database. Otherwise this field will be blank.

**47H EFT TRANSACTION DETAIL INQUIRY
INPUT CODING INSTRUCTIONS**

To recall EFT transaction details for a specific EFT event, enter the EFT source, ODFI bank ID, and EFT event number and press enter. The EFT event details viewed on this screen are retrieved from the EFT Agency Reclass table.

Control Key

- **EFT Source** Enter the one-character EFT source ('V' – MAIN FACS, 'P' – HRMN/PPRISM/DCDS, 'I' – IIT, or 'R' – Retirement).
- **ODFI Bank ID** Enter the three-character ODFI (originating depository financial institution) Bank ID. This must exist in the D56 Bank ID Profile.
- **Event No** Enter the nine-digit EFT event number.

Informational Elements

- **S** Enter an 'S' in the Select Indicator field to select an EFT Event detail line. When "F2" is selected, the system transfers to the 84 Accounting Event Record Inquiry screen (if the EFT source is 'V'). If the EFT source is 'I', 'P', or 'R', the system transfers to the 86 Document Transaction Inquiry screen.
- **Bank ID** The system retrieves the three-character Bank ID associated with the EFT source, ODFI bank ID, and EFT event number entered. This must exist in the D56 Bank ID Profile.
- **EFT Number** The system retrieves the nine-digit EFT number associated with the EFT source, ODFI bank ID, and EFT event number entered.
- **Batch Agy** The system retrieves the three-character batch agency associated with the EFT source, ODFI bank ID, and EFT event number entered.
- **Batch Date** The system retrieves the eight-digit batch date associated with the EFT source, ODFI bank ID, and EFT event number entered.
- **Batch Typ** The system retrieves the one-character batch type associated with the EFT source, ODFI bank ID, and EFT event number entered.

- **Batch Number** The system retrieves the three-character batch number associated with the EFT source, ODFI bank ID, and EFT event number entered.
- **Batch Seq No** The system retrieves the five-digit batch sequence number associated with the EFT source, ODFI bank ID, and EFT event number entered.
- **Document Number** The system retrieves the eight-character document number associated with the EFT source, ODFI bank ID, and EFT event number entered.
- **Document Sfx** The system retrieves the three-digit document suffix associated with the EFT source, ODFI bank ID, and EFT event number entered.
- **Document FY** The system retrieves the two-digit fiscal year associated with the EFT source, ODFI bank ID, and EFT event number entered.

**47J EFT PAYMENT AMOUNT INQUIRY
INPUT CODING INSTRUCTIONS**

To recall EFT payment amount details for a specific EFT event, enter the EFT source, ODFI bank ID, and EFT event number and press enter. The EFT event details viewed on this screen are retrieved from the EFT Agency Reclass table, with the exception of the EFT amount and vendor which are retrieved from the EFT Event table

Control Key

- **EFT Source** Enter the one-character EFT source ('V' – MAIN FACS, 'P' – HRMN/PPRISM/DCDS, 'I' – IIT, or 'R' – Retirement).
- **ODFI Bank ID** Enter the three-character ODFI (originating depository financial institution) Bank ID. This must exist in the D56 Bank ID Profile.
- **EFT Event No** Enter the nine-digit EFT event number.

Informational Elements

- **S** Enter an 'S' in the Select Indicator field to select an EFT event detail line. When "F2" is selected, the system transfers to the 44 Single Payment Inquiry screen. When "F6" is selected, the system transfers to the 85 Vendor Transaction Inquiry screen.
- **Bank ID** The system retrieves the three-character Bank ID associated with the EFT source, ODFI bank ID, and EFT event number entered. This must exist in the D56 Bank ID Profile.
- **EFT Number** The system retrieves the nine-digit EFT number associated with the EFT source, ODFI bank ID, and EFT event number entered.
- **Batch Agy** The system retrieves the three-character batch agency associated with the EFT source, ODFI bank ID, and EFT event number entered.
- **Payment Amount** The system retrieves up to a 13-digit payment amount associated with the EFT source, ODFI bank ID, and EFT event number entered.
- **Appn** The system retrieves the five-digit appropriation number associated with the EFT source, ODFI bank ID, and EFT event number entered.

- **Cobj** The system retrieves the four-digit comptroller object associated with the EFT source, ODFI bank ID, and EFT event number entered.

- **Aobj** The system retrieves the four-digit agency object associated with the EFT source, ODFI bank ID, and EFT event number entered.

- **Fund** The system retrieves the four-digit fund associated with the EFT source, ODFI bank ID, and EFT event number entered.

- **AY** The system retrieves the two-digit appropriation year associated with the EFT source, ODFI bank ID, and EFT event number entered.

- **Ven MC** The system retrieves the three-character vendor mail code associated with the EFT source, ODFI bank ID, and EFT event number entered.

47K EFT DOCUMENT/PAYMENT RANGE CANCELLATION

The purpose of this screen is to allow agencies to request cancellation of one or more EFT payments (by document range or EFT event range). Due to additional manual processes created, EFT cancellations should only be processed when agencies do not have an alternative to collect or adjust for an incorrect EFT payment(s). Pending EFT requests are approved or disapproved by Treasury using the 47F EFT Event Approval Listing screen. The 47E EFT Event Request screen can be used to track the transaction history. Unapproved or rejected cancellation and reversal requests can be deleted from the 47E screen. The 47K EFT Document/Payment Range Cancellation screen is depicted below followed by its coding instructions.

S47K VER 2.0				STATE OF MICHIGAN -- ACCEPTANCE TEST (TMAIN)		06/17/03 03:38 PM	
LINK TO:		EFT DOCUMENT/PAYMENT RANGE CANCELLATION				PROD	
TRANSACTION TYPE:							
REASON CODE:							
CANCEL BY DOCUMENT RANGE:							
FY:		DOC AGY:		BEG DOC NO:		END DOC NO:	
OR							
CANCEL BY EFT EVENT RANGE:							
EFT SRC:		ODFI BANK:		BEG EVENT NO:		END EVENT NO:	
TOTAL EFT COUNT:							
TOTAL EFT AMOUNT:							
F1-HELP F9-INTERRUPT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT							

47K EFT DOCUMENT/PAYMENT RANGE CANCELLATION INPUT CODING INSTRUCTIONS

In order to cancel an EFT payment(s), it must first be recalled either by document range or by EFT event range. To recall an EFT payment(s) by document range, enter the transaction type 'PM' and the "Cancel by Document Range" fields: FY, doc agy, beg doc no, and end doc no; then press enter. To recall an EFT payment by EFT event range, enter the transaction type 'PM' and the "Cancel by EFT Event Range" fields: EFT src, ODFI bank, beg event no, and end event no; then press enter.

Once an EFT payment is recalled, enter the transaction type 'CN'. An EFT cancellation request can be made only for the prior day's batch run and is based on the users level of security. If the EFT Event range or document range are not from the prior batch run, an error message will be received. Once the EFT Event range or EFT document range are recalled, the user should enter "CN" in the transaction type field along with a reason code (locate the appropriate reason code on the D54 System Parameters Profile, Table ID 'EFT', Key 1 'RSNCD', Key 2 'CN', Key 3 'list specific reason codes') and select "F10" or "F11" to process the request.

Treasury will approve or reject the EFT cancellation request using the 47F EFT Event Approval Listing screen. The cancellation program will run every day at 10:15 a.m. (therefore, all cancellations should be requested by 9:00 a.m. to allow sufficient time for Treasury approval). Cancellations approved after the cancel program has run will be converted to reversals in the nightly batch cycle. In this circumstance, it is too late to prevent the EFT payment(s) from posting to a payee(s) bank account(s). The reversal transaction(s) will successfully return EFT payments from the payee(s) bank account(s) if funds are available. As with cancellations, converted reversals require Treasury approval.

If an EFT payment has been cancelled, neither the EFT payment nor cancellation information will appear as remittance detail for viewing by Vendors/Payees on the Contract & Payment Express Web site.

Control Key

- **Transaction Type** Enter the two-character transaction type ('PM' – Payment or 'CN' – Cancellation). Before 'CN' can be entered, the EFT payment must first be recalled by entering 'PM'.

Information Elements

- **Reason Code** Enter the three-character reason code if requesting an EFT cancellation. Valid reason codes must exist in the D54 System Parameters Profile, with Table ID 'EFT', Key 1 'RSNCD', Key 2 'CN', Key 3 'lists specific reason codes'.

Cancel By Document Range

- **FY** Enter the two-digit fiscal year.
- **Doc Agy** Enter the three-character document agency.
- **Beg Doc No** Enter the eight-character beginning document number.
- **End Doc No** Enter the eight-character ending document number. If requesting a cancellation for only one document, the system will move the beginning document number to the ending document number.

Cancel By EFT Event Range

- **EFT Src** Enter the one-character EFT source (EFT source = 'V' – MAIN FACS, 'P' – HRMN/DCDS, 'I' – IIT, or 'R' – Retirement).
- **ODFI Bank** Enter the three-character ODFI (originating depository financial institution) bank ID. This must exist in the D56 Bank ID Profile.
- **Beg Event No** Enter the nine-digit beginning EFT event number.
- **End Event No** Enter the nine-digit ending EFT event number. If requesting a cancellation for only one EFT event number, the system will move the beginning EFT event number to the ending EFT event number.
- **Total EFT Count** The system retrieves up to a 12-digit EFT payment record count associated with the number of EFT payments requested for cancellation.
- **Total EFT Amount** The system retrieves up to 13-digit EFT amount associated with the EFT payments requested for cancellation.

Data Entry Guide
Payment Processing

18.8 PAYMENT REDEMPTION ERROR FILE MAINTENANCE

Once transactions have been generated by payment processing and have been processed by Treasury and the bank, Treasury sends a redemption file back to R★STARS. This file contains selected information about the warrants that the bank has cleared. This information is compared to the payment information that was originally sent to the bank. If errors are encountered, the suspect transactions are written to the Payment Redemption Error file and a control report is generated.

Examples of error conditions that cause a transaction to be written to the file are:

- amount discrepancy
- warrant number not found
- warrant number already cleared (status is 'P' (Paid))
- invalid information on the bank tape

The next time the payment reconciliation process is run, the Payment Redemption Error file, in addition to the new bank tape, is processed to determine if the error records can be reconciled. If they can, they are deleted from the error file.

Sometimes the error records must be manually flagged for deletion. Once the errors have been researched and corrected, if appropriate, the error transaction should be deleted from the file so that only outstanding reconciliation problems remain. The Delete Flag is set to 'Y' (Yes) and the record is deleted during the next batch process. ~~The 48 Payment Redemption Error File Maintenance screen is displayed below. Its coding instructions follow.~~

The Payment Redemption Error File Maintenance (S048) screen has the capability to list up to eleven errors per warrant. In certain circumstances, a warrant may have more than one redemption error associated with it at one time. All errors associated with one warrant must be deleted at the same time. For example, in a situation where multiple errors exist for one warrant, changing the delete flag to 'Y' for one error requires it to be changed to 'Y' for all errors. Failure to do so will result in an EFB (Flags Must Be Same) error. The S048 screen is displayed below. Its coding instructions follow.

Data Entry Guide
*Payment Processing***48 PAYMENT REDEMPTION ERROR FILE
MAINTENANCE SCREEN**

~~S048 VER 2.0 STATE OF MICHIGAN PRODUCTION REGION (PMAIN) 07/14/03 10:50 AM~~
~~LINK TO: PAYMENT REDEMPTION ERROR FILE MAINTENANCE PROD~~

~~BANK DELETE~~
~~ID PAYMENT NO FLAG CLEAR DATE CREATE DATE ER CD ERROR MESSAGE~~

~~F1-HELP F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT~~

~~S048 VER 2.0 STATE OF MICHIGAN PRODUCTION REGION (PMAIN) 01/14/04 03:32 PM~~
~~LINK TO: PAYMENT REDEMPTION ERROR FILE MAINTENANCE PROD~~

BANK	PAYMENT	SEQUENCE	DELETE	CLEAR	CREATE	ERROR	ERROR
ID	NUMBER	NUMBER	FLAG	DATE	DATE	CODE	MESSAGE
000	219721188	000	N	20040108	20040108	L11	WRNT AMTS NOT EQUAL
000	219721188	001	N	20040108	20040108	L17	DUPE BANK I/P DROPPD

~~=====~~
~~=====~~
~~=====~~
~~=====~~
~~=====~~
~~=====~~
~~=====~~
~~=====~~
~~=====~~
~~=====~~

~~F1-HELP F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT~~

Data Entry Guide
Payment Processing

**48 PAYMENT REDEMPTION ERROR FILE MAINTENANCE
INPUT CODING INSTRUCTIONS****Control Key**

- **Bank ID** Enter the three-character bank ID.
- **Payment** Enter the nine-digit payment (warrant) number.
~~No~~Number

Information Elements

- **Delete Flag** Enter the one-character delete flag as follows:
Y — Yes, delete the ~~payment~~error from the Redemption Error file
N — No, do not delete the ~~payment~~error from the Redemption Error file
- **Clear Date** The date the payment cleared the bank.
- **Create Date** The date the payment record was added to the Payment Redemption Error File.
- ~~Er-Cd~~Error Code The error code indicating the payment record failed.
- **Error Message** The error message associated with the error code (looked up from the D51 Error Code Profile).

18.9 REPORTING AND INQUIRY

The reporting features of R★STARS provide on-line inquiries and user-requestable reports to access document tracking information. These features are described below.

User-Requestable Reports

Several reports are generated by R★STARS that display the status of transactions and/or documents including the payment status. These reports are requestable through the standard 'report request' process. For more information see Chapter 10 of the R★STARS Reference Manual.

Inquiry Screens

The payment-related inquiry and processing screens have been described in the previous sections of this chapter. Other R★STARS screens provide additional information on payment transactions. They are:

- On-Line Financial Inquiry Screens (57, 58, 60, 61, 62, 63, 64, 87, 88, 89)
- On-Line Document Inquiry
 - View a Batch (520) *
 - View Batch Headers (530) *
 - Document Tracking Inquiry (37)
 - Document Record Inquiry (64)
 - Accounting Event Record Inquiry (84)
 - Vendor Transaction Inquiry (85)
 - Document Transaction Inquiry (86)
 - Cumulative Vendor Payment Inquiry (88)
- On-Line Vendor Inquiry
 - Agency Vendor Profile (34)
 - Vendor Alpha Inquiry (3A)
 - Vendor Numeric Inquiry (3N)
 - Systemwide Vendor Mail Code Inquiry (51)
 - Systemwide Vendor Inquiry (52)

* These screens are for viewing transactions on the IT file only

These screens are discussed in primarily in Chapter 3 and 5 of the R★STARS Data Entry Guide.